

**1985-1986**

**Catalog Issue Announcements**

# **East Central Junior College**

**Decatur, Mississippi**

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—BULLETIN—

# East Central Junior College

Decatur, Mississippi

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## Holds Full Membership In

The Southern Association of Colleges and Schools  
The American Association of Junior Colleges  
The Mississippi Association of Colleges  
The Mississippi Junior College Association

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Seventy Second

Annual Catalog

1985-86

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(The College reserves the right to change any policies announced herein when deemed necessary.)

Correspondence concerning the following items should be addressed to the officers indicated:

**Administrative** — President, telephone (601) 635-2111, extension 200, Decatur, MS 39327.

**Admissions** — Dean of Admissions and Records, telephone (601) 635-2126, extension 206, Decatur, MS 39327.

**Academic Affairs** — Academic Dean, telephone (601) 635-2111, extension 202, Decatur, MS 39327.

**Dormitory Accommodations** — Dean of Students, telephone (601) 635-2126, extension 204, Decatur, MS 39327.

**Scholarships and Student Employment** — Dean of Students, telephone (601) 635-2126, extension 204, Decatur, MS 39327.

**Graduation** — Academic Dean, telephone (601) 635-2111, extension 202, Decatur, MS 39327.

**Transcripts** — Dean of Admissions and Records, telephone (601) 635-2126, extension 206, Decatur, MS 39327.

**Student Aid** — Director of Financial Aid, telephone (601) 635-2126, extension 213, Decatur, MS 39327 or Dean of Students, telephone (601) 635-2126, extension 204, Decatur, MS 39327.

**Business Affairs** — Business Manager, telephone (601) 635-2121, extension 208, Decatur, MS 39327.

**Vocational** — Vocational Technical Director, telephone (601) 635-3246, extension 210, Decatur, MS 39327.

**Summer School** — Dean of Admissions and Records, telephone (601) 635-2126, extension 206, Decatur, MS 39327 or Academic Dean, telephone (601) 635-2111, extension 202, Decatur, MS 39327.

**Evening School** — Academic Dean, telephone (601) 635-2111, extension 202, Decatur, MS 39327.



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## SUMMARY OF ENROLLMENT

Roll of Students .....	116
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## Board of Trustees 1985

### LEAKE COUNTY

Robert W. Brantley .....	Box 85, Madden, MS 39109
James Lane Williams .....	205 Allenwood Dr., Carthage, MS 39051
Just Chancellor .....	Route 5, Box 127, Carthage, MS 39051
Ed Dickens, Leake Co. Supt. of Education .....	Carthage, MS 39051
Harry R. Moore .....	Route 7, Box 246, Carthage, MS 39051
Frank J. Myers .....	Box 137, Lena, MS 39094

### NESHOBA COUNTY

Joseph Benson .....	Route 1, Box 201, Union, MS 39365
Henry Kilpatrick .....	Route 5, Box 456, Philadelphia, MS 39350
Frederick Copeland, Neshoba Co. Supt. of Education .....	Philadelphia, MS 39350
James E. McDonald .....	Route 2, Box 295, Philadelphia, MS 39350
Walter Rigdon .....	Route 3, Box 91, Union, MS 39365
Edolph Henry .....	308 Northwood Drive, Philadelphia, MS 39350

### NEWTON

Eugene Buntyn .....	Route 2, Box 332, Union, MS 39365
Don Howington .....	Route 2, Box 265, Little Rock, MS 39337
Sam Bounds .....	Box 108, Lawrence, MS 39336
Ellen Wall, Newton Co. Supt. of Education .....	Decatur, MS 39327
Ken Pouncey .....	Decatur, MS 39327
John W. McMillan .....	Route 2, Box 159, Newton, MS 39345

### SCOTT COUNTY

Robert J. Miles .....	P.O. Box 24, Pulaski, MS 39152
A. F. Hollingsworth, Scott Co. Supt. of Education .....	Forest, MS 39074
John Rushing .....	P.O. Box 238, Forest, MS 39074
Mrs. Katie P. Measells .....	Route 3, Morton, MS 39117
Mrs. Joyce Harrison .....	Route 1, Box 53A, Forest, MS 39074
M. D. Weems .....	291 Second Avenue, Forest, MS 39074

### WINSTON COUNTY

Mrs. R. E. Clark .....	Route 6, Box 174, Louisville, MS 39339
Walter C. Fulton .....	Route 3, Box 340A, Louisville, MS 39339
*Henry B. Hudspeth .....	306 Eastridge Drive, Louisville, MS 39339
Roy L. Roberts .....	Route 1, Box 60, Louisville, MS 39339
Lao Parker .....	Route 1, Box 226, Noxapater, MS 39346
Thomas Saterfiel .....	Route 6, Box 74, Louisville, MS 39339

\* Chairman



## Board of Supervisors 1985

### LEAKE COUNTY

James L. Freeny, Route 8, Box 173, Carthage, MS 39051	Beat 1
Jack Murphey, Route 2, Carthage, MS 39051	Beat 2
Dean Myers, 609 Valley Street, Carthage, MS 39051	Beat 3
Thomas Crane, Route 2, Box 271, Carthage, MS 39051	Beat 4
Jack Jones, Route 2, Walnut Grove, MS 39189	Beat 5

### NESHOBA COUNTY

Willard Posey, Route 4, Philadelphia, MS 39350	Beat 1
Wallace B. Cox, Route 3, Philadelphia, MS 39350	Beat 2
Arlo Winstead, Route 3, Box 96 Union, MS 39365	Beat 3
Dale Reynolds, P.O. Box 67, Philadelphia, MS 39350	Beat 4
John Holley, Route 3, Box 36, Philadelphia, MS 39350	Beat 5

### NEWTON COUNTY

Harold Hollingsworth, Route 1, Box 243, Decatur, MS 39327	Beat 1
Durwood Pinson, Route 2, Box 263, Little Rock, MS 39337	Beat 2
Henry Mack Smith, Route 2, Box 31, Union, MS 39365	Beat 3
Spurgeon Jones, Route 1, Box 25, Lawrence, MS 39336	Beat 4
W. E. Edwards, Route 1, Box 152-A, Hickory, MS 39332	Beat 5

### SCOTT COUNTY

Monzell Stowers, Route 3, Box 118-4, Forest, MS 39074	Beat 1
Powell Jones, P.O. Box 335, Forest, MS 39074	Beat 2
Jack I. Miles, Star Rt., Morton, MS 39117	Beat 3
W. J. Measells, Jr., Route 3, Box 118, Morton, MS 39117	Beat 4
Isaac (Junior) Weems, Route 1, Box 199, Forest, MS 39074	Beat 5

### WINSTON COUNTY

M. O. Boydstum, P.O. Box 207, Louisville, MS 39339	Beat 1
Bob Goodin, Route 7, Box 237, Dekalb Rd., Louisville, MS 39339	Beat 2
B. G. Hull, Route 5, P.O. Box 88, Louisville, MS 39339	Beat 3
Larry Miller, Route 1, Box 295-B, Louisville, MS 39339	Beat 4
Devon Thomas, Route 1, Box 305, Noxapater, MS 39346	Beat 5

## ADMINISTRATION

### Administrative and Special Staff

Edith M. Smith, A.A., B.S., M.Ed., Ed.D.	President
W. J. Tucker, A.A., B.S., M.S., Ed.D.	Dean of Academics
Frank Hives, A.A., B.S., M.S.	Dean of Admissions and Records
Harvey Trapp, A.A., B.S., M.P.A.	Business Manager
Raymond McMullan, A.A., B.S., M.Ed.	Academic Counselor
	Director of Student Activities
Joe V. Clark, A.A., B.A., M.Ed.	Men's Dormitory Supervisor
Mrs. Betty Holbrook	Women's Dormitory Supervisor
Mrs. Carolyn Haralson	Women's Dormitory Supervisor
John Hicks, A.A., B.S.	Director of Intramurals
Ronald Byxbe	Director of Computer Services
Mrs. Brenda Carson, A.A., B.S., M.Ed.	Director of Financial Aid
Mrs. Mary Massengale, R.N.	College Nurse
Mrs. Gladys Bryant, A.A., B.R.	Director of B.S.U.
Rev. Burt Edwards, B.S., B.D., M.Div.	Director of Wesley
Mrs. Lee Ann Scoggin, A.A.	Secretary to President
Mrs. Lou Clark	Secretary to Dean of Admissions and Records
Mrs. Linda Pierce	Secretary to Dean of Admissions and Records
Mrs. Barbara Deaton, A.A.	Secretary
Mrs. Linda Hansford, A.A.	Secretary to Director of Student Activities
Mrs. Bonnie Smith, A.A.	Secretary to Vocational and Technical Director
Mrs. Sandra Humphreys	Data Management Secretary
Mrs. Laura Baggett, A.A.S.	Secretary to Business Manager
Mrs. Gloria Rigdon	Secretary
Mrs. Versie Kilpatrick	Secretary to Director of Special Services
Mrs. Geneva Hurley	Secretary to Business Manager
Mrs. Terry Walton, A.A., B.S.	Publicity Director



**CALENDAR 1985-86****CALENDAR FOR SUMMER SESSION****First Term 1985**

Tuesday, May 28	First Term Summer Session Registration
Wednesday, May 29	Classes Begin
Friday, May 31	Last day for registration or changing schedule
Friday, June 7	Last day a course may be dropped with a grade of W
Friday, June 28	First Term Summer Session Examinations
Friday, June 28	First Term Summer Session ends

**Second Term 1985**

Monday, July 1	Second Term Summer Session Registration
Monday, July 1	Classes Begin
Thursday, July 4	Holiday
Friday, July 5	Last day for registration or changing schedule
Friday, July 12	Last day a course may be dropped with a grade of W
Friday, August 2	Second Term Summer Session Examinations
Friday, August 2	Second Term Summer Sessions ends
Friday, August 2	Summer Session Graduation Exercises

**CALENDAR FOR REGULAR SESSION****First Semester**

Sunday, August 25	Dormitories open
2:00 p.m.	First Semester begins
Monday, August 26	Assembly in Auditorium (all students)
8:00 a.m.	Freshman-Orientation period for first time academic and vocational students (transfer students and first time summer students included)
9:00 a.m.	Class scheduling for all returning vocational students other than first time summer students
10:00 a.m.	Class scheduling for all returning academic students
10:00 a.m.	Sophomore registration (academic and vocational)
Tuesday, August 27	Freshman class scheduling (academic, vocational, and transfers)
8:00 a.m.	Freshman registration
1:00 p.m.	Late registration charge of \$15.00 begins
Wednesday, August 28	Regular class schedule (all students)
8:00 a.m.	Holiday
Thursday, August 29	Last day for registration and adding course
8:00 a.m.	Last day to remove I's of previous semester
Monday, September 2	Last day to drop a course with a grade of W
Friday, September 6	
Friday, October 5	
Wednesday, October 17	

Wednesday, October 23	Mid-term grades due
Wednesday, November 27	Thanksgiving holidays begin at 12:30 p.m. (end of 5th period classes)
Monday, December 2	Classes resume
Thursday, December 12 - Wednesday, December 18	Final examinations
Wednesday, December 18	Christmas holidays begin at end of class exam day
Wednesday, December 18	Grades due by 4:00 p.m.
Friday, December 20	Semester ends

**Second Semester**

Sunday, January 5	Dormitories open
4:00 p.m.	
Monday, January 6	General assembly in Huff Auditorium
8:00 a.m.	Assembly of all new students in Auditorium (transfers included)
9:00 a.m.	Class scheduling for students in Newton Hall (candidates for spring graduation)
9:00 a.m.	Registration for spring candidates for graduation in Voc-Tech building
10:00 a.m.	Class scheduling for all sophomores other than spring candidates for graduation (academic and vocational)
10:30 a.m.	Lunch
10:15 p.m.	Class scheduling in Newton Hall for returning freshman (academic and vocational)
1:00 p.m.	Registration for sophomore students other than spring candidates for graduation (academic and vocational)
Tuesday, January 7	Class scheduling continues in Newton Hall for freshman
8:00 a.m.	Registration in Voc-Tech building for freshman (academic and vocational)
8:00 a.m.	ACT-Cross Hall, room 23
8:30 a.m.	Lunch
12:15 p.m.	Class scheduling continues in Newton Hall (new students and transfers)
1:00 p.m.	Registration continues in Voc-Tech building
Wednesday, January 8	Regular class schedule (Wednesday classes)
8:00 a.m.	Registration continues in Administrative office
8:00 a.m.	Late registration fee \$15.00
8:00 a.m.	Last day for registration and adding course
Friday, January 17	Last day to remove I's of previous semester
Friday, February 14	Last day to drop a course with a grade of W
Wednesday, February 26	Mid-term grades due
Wednesday, March 5, 8:00 a.m.	Spring holidays begin at end of class day
Friday, March 7	Classes resume
Monday, March 17	Easter holiday
Friday, March 28	Final examinations
Thursday, May 1 - Wednesday, May 7	Grades due by 2:00 p.m.
Wednesday, May 7	Semester ends
Friday, May 9	Baccalaureate and commencement
Friday, May 9, 8:00 p.m.	



## CALENDAR FOR SUMMER SESSION

## First Term 1986

Tuesday, May 27	First Term Summer Session Registration
Wednesday, May 28	Classes Begin
Friday, May 30	Last day for registration or changing schedules
Friday, June 6	Last day a course may be dropped with a grade of W
Friday, June 27	First Term Summer Session Examinations
Friday, June 27	First Term Summer Session ends

## Second Term 1986

Monday, June 30	Second Term Summer Session Registration
Monday, June 30	Classes Begin
Thursday, July 3	Last day for registration or changing schedules
Friday, July 4	Holiday
Friday, July 11	Last day a course may be dropped with a grade of W
Friday, August 1	Second Term Summer Session Examinations
Friday, August 1	Second Term Summer Session ends
Friday, August 1	Summer Session Graduation Exercises

## FACULTY

EDDIE M. SMITH — President

A.A., East Central Junior College

B.S. and M.Ed., Mississippi State University

Ed.D., University of Southern Mississippi

East Central Junior College since 1985

JOHN C. ADCOCK — Vocational Counselor

B.S., University of Southern Mississippi

M.Ed., Delta State College

East Central Junior College since 1974

MRS. CARRIE ANN ALFORD — English

B.S., M.A., Mississippi State University

East Central Junior College since 1969

ALFRED H. BAILEY — Vocational Related Studies

B.S., University of Southern Mississippi;

M.Ed., Mississippi State University; further work at

University of Tennessee, Memphis State University,  
Memphis Area Vocational School and Memphis Technical School

East Central Junior College since 1971

LARRY BLACKBURN — Carpentry and Cabinet Making

A.A., East Central Junior College

B.S., University of Southern Mississippi

East Central Junior College since 1975

PETER BORONSKY — Military Science

B.S. Stonehill College;

Further work Boston University

and Mississippi State University

East Central Junior College since 1982

MRS. ANN BURKES — Librarian

A.A., East Central Junior College; B.S. and M.S., University of

Southern Mississippi; further work at University of

Southern Mississippi and Mississippi State University

East Central Junior College since 1969

THOMAS W. CARSON — Music

A.A., East Central Junior College;

B.M.E. and M.M.E., Delta State University

East Central Junior College since 1982

BRUCE CATER — Auto Mechanics

A.A., East Central Junior College

further work at Mississippi State University

Certificates in Automotive Electrical and Motor Tune Up  
Electronic Fuel Injection, Computer Command Control-Fundamentals

Computer Command Control-Advanced

East Central Junior College since 1983



- CHESTER K. CLARK — Assistant Vocational Director and Drafting and Design Technology  
A.A., East Central Junior College; B.S., Mississippi State University; M.Ed., Mississippi State University; further work at Mississippi State University and Mississippi College  
East Central Junior College since 1969
- JOE V. CLARK — Mathematics, Physical Education and Men's Dormitory Supervisor  
A.A., East Central Junior College; B.A., Livingston State College; M.Ed., Mississippi College  
East Central Junior College since 1963
- RICHARD W. CLARK — Machine Shop  
A.A. East Central Junior College; further work at Mississippi State University  
Five years experience operating machine shop equipment  
East Central Junior College since 1969
- WILLARD CLAY — Vocational Welding  
University of Southern Mississippi Vocational Post Secondary Training, additional work in Welding Specifications from Industrial Educational Programs  
East Central Junior College since 1969
- ALFORD DEATON — Science  
B.S., M.Ed., Mississippi State University  
East Central Junior College since 1968
- RICHARD C. ETHRIDGE — Social Science  
A.A., Clarke Memorial College; B.S., Mississippi College; further work, University of Southern Mississippi;  
M.A., Ph.D., Mississippi State University  
East Central Junior College since 1961
- MRS. JESSIE M. EVERETT — Business Education  
A.A., East Central Junior College; B.S.C., M.S.C., University of Mississippi; further work at University of Mississippi and Georgia State College  
East Central Junior College since 1956
- RICHARD FISHER — Chemistry  
B.A., Cornell University  
Ph.D., University of North Carolina at Chapel Hill  
East Central Junior College since 1977
- MRS. MARTHA GRAHAM — Reading  
A.A., East Central Junior College  
B.S., M.Ed., Mississippi State University, further work at Mississippi State University  
East Central Junior College since 1967
- MRS. SARA GRIFFIN — Data Processing  
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University  
East Central Junior College since 1972

- MRS. SARAH GRIFFIN — Cosmetology  
Certificate, East Central Junior College, Cosmetology School  
East Central Junior College 750 hours — Teacher Training  
Pre-Service Training at Mississippi State University  
further work at Meridian Junior College  
Seminars as required by State Board of Cosmetology  
East Central Junior College since 1984
- J. BRUCE GURAEDY — Art  
B.A. and M.Ed., University of Southern Mississippi  
further work at Mississippi State University  
East Central Junior College since 1975
- JAMES C. HANSFORD — Industrial Coordinator  
A.A.S., East Central Junior College  
B.S., Mississippi State University  
further work at Mississippi State University  
East Central Junior College since 1979
- SHELBY L. HARRIS — Mathematics  
A.A., East Central Junior College;  
B.S., University of Southern Mississippi;  
M.Ed., Mississippi State University; and  
further work at Tulane University, Florida  
State University, Mississippi College, and  
University of Tennessee;  
Ed.D., University of Southern Mississippi  
East Central Junior College since 1963
- RICKY HARRISON — Drafting and Design  
A.A.S., East Central Junior College;  
further work at Mississippi State University  
East Central Junior College since 1983
- EMMETT HEAD — Military Science  
A.A., North East Louisiana  
East Central Junior College since 1982
- MRS. SARA L. HEARD — Biology  
B.S., Mississippi State College for Women;  
M.S., Mississippi State College for Women; and  
further work at Mississippi State University  
East Central Junior College since 1969
- GLEN HICKS — Economics  
A.A., East Central Junior College  
B.S., Mississippi State University;  
further work at Mississippi State University  
East Central Junior College since 1980
- CHARLES W. HINSON — Music  
A.A., Copiah-Lincoln Junior College;  
B.M. Ed. University of Southern Mississippi  
M.M. Ed. Louisiana State University  
East Central Junior College since 1983



EDGAR W. HOLLINGSWORTH — Electronic Technology Certificate, Radio and Television Training Association, New York, N.Y.  
Two years Clarke College, further work at Mississippi State University and University of Southern Mississippi  
Twelve years experience in Radio and Television repair  
East Central Junior College since 1969

MRS. ROBERTA HOLT — Business Education  
B.S., M.S., Mississippi University for Women  
East Central Junior College since 1981

GREGGORY JEFcoat — Psychology  
B.S., M.Ed. University of Mississippi  
further work at Mississippi State University  
East Central Junior College since 1983

BRENDA JOHNSON — Data Processing  
A.A.S., East Central Junior College  
further work at Mississippi State University;  
East Central Junior College since 1983

GLORIA D. JOHNSON — Assistant Librarian  
B.S., Mississippi Valley State University  
M.L.S., University of Mississippi, further work at Mississippi State University  
East Central Junior College since 1978

MRS. DOT KEEN — Cosmetology  
Certificate, East Central Junior College, Cosmetology School  
East Central Junior College 750 hours — Teacher Training  
Pre-Service Training at Mississippi State University  
further work at Meridian Junior College  
Seminars as required by State Board of Cosmetology  
East Central Junior College since 1980

WALLACE PIERCE KEEN, Electronic Technology  
B.S., University of Southern Mississippi  
Officers Airborne Electronics Course — Keesler AFB  
Academic Instructors Course — Air University  
Guidance and Control of Missile Systems — Redstone Arsenal  
Air Force Satellite Tracking and Control Western Development Labs  
Apollo Guidance and Control System Marshall Space Flight Center  
Computer Aided Design Systems — IBM  
Computer Aided Manufacturing Systems — IBM  
IBM Management Course  
IBM Staff School

IBM Professional Development Course  
Air Force Supervisors Course  
East Central Junior College since 1983

ANDREW JAMES KILPATRICK — Physical Education  
B.S., University of Southern Mississippi;  
M.A., Mississippi College  
East Central Junior College since 1982

GEORGE PAUL McELHENNEY — Masonry Trades  
Attended East Central Junior College in Carpentry and Masonry.  
Twenty years experience as bricklayer and foreman in brick, block and tile work of both residential and commercial buildings.  
Contractor of residential and commercial buildings in masonry trades.  
Work at Mississippi State University.  
East Central Junior College since 1976

MRS. LOIS McMULLAN — Mathematics  
B.S., Mississippi College; M.Ed., University of Southern Mississippi;  
further work at University of Southern Mississippi  
East Central Junior College since 1970

RAYMOND McMULLAN — Academic Counselor and  
Director of Student Activities  
A.A., East Central Junior College; B.S. and M.Ed., University of  
Southern Mississippi; further work at University of  
Southern Mississippi and Mississippi State University  
East Central Junior College since 1968

GEORGE L. MASON — Science  
B.S., Mississippi College; M.S., Mississippi State University;  
further work at University of Southern Mississippi and  
Mississippi State University  
East Central Junior College since 1960

THOMAS R. MAYES — English  
A.A., East Central Junior College; B.A. and M.A., Mississippi State  
University; further work at University of Southern Mississippi  
and University of Mississippi  
East Central Junior College since 1958

LESTER S. MILES — Refrigeration and Air-Conditioning  
Certificates: Refrigeration & Air Conditioning from  
Mississippi Delta Junior College, Carrier Corporation, Memphis, TN  
Seven years work experience  
East Central Junior College since 1984

OLEN LAVANE NEWELL — Vocational and Technical Director  
A.A., Itawamba Junior College; B.S., M.S.; further work  
at Mississippi State University  
East Central Junior College since 1961

BRUCE W. PETERSON — Speech and Theatre  
B.A., Mississippi State University; M.A., University of Mississippi;  
East Central Junior College since 1967

MRS. ELIZABETH PITTS — Business Education  
B.S., M.Ed., Mississippi College;  
further work at Mississippi State University  
East Central Junior College since 1975



MRS. ALICE POUNCEY — Psychology and Home Economics  
A.A., Jones County Junior College; B.S., University of Southern  
Mississippi; M.Ed., Livingston University; further  
work at University of Southern Mississippi  
East Central Junior College since 1969

FRANK RIVES — Dean of Admissions and Records  
A.A., Clarke College; B.S., Mississippi College; M.S., University  
of Mississippi; further work, University of Mississippi,  
Mississippi State University and University of Southern Mississippi  
East Central Junior College since 1953

STEVE RIVES — Sociology  
A.A., Hinds Junior College  
B.A., and M.Ed., Mississippi College  
East Central Junior College since 1982

GROVER SHOEMAKER — Body and Fender  
Certificate, General Motors; Dupont Refinishing Training  
Center; further work at East Central Junior College,  
Mississippi State University and University of Southern Mississippi  
East Central Junior College since 1964

J. E. SMITH — Mathematics  
B.S. and M.Ed., Mississippi State University; further work at  
Mississippi State University, University of Southern Mississippi,  
and Texas A&M University  
East Central Junior College since 1965

MRS. MARIAN THORNTON — Music  
A.A. East Central Junior College; B.M., Mississippi Woman's College  
M.M.Ed. University of Southern Mississippi  
East Central Junior College since 1968

THOMAS W. THRASH — Social Science  
A.A., East Central Junior College; B.S., and M.S.S., Mississippi State  
University; further work at University of Southern Mississippi  
East Central Junior College since 1962

MRS. LAWRENCE S. TINGLE — Director of Special Services  
B.S. Alcorn State University  
M.Ed., Mississippi State University  
East Central Junior College since 1982

HARVEY TRAPP — Business Manager  
A.A., East Central Junior College;  
B.S., and M.P.A. Mississippi State University  
East Central Junior College since 1972

TONY ANTHONY TRIPLETT — Vocational V.I.D.S.  
B.S., Jackson State University  
East Central Junior College since 1984

B. J. TUCKER — Dean of Academics  
A.A., East Central Junior College; B.S., M.S., Mississippi State  
University; further work at University of Southern Mississippi  
and University of Texas; Ed.D., Mississippi State University  
East Central Junior College since 1951

RICKIE A. VAUGHN — Electricity  
Attended North-West Mississippi Junior College  
B.S., Mississippi State University and further work  
at Delta State University, and Mississippi State University;  
Twelve years experience in Residential and Commercial  
Electrical Service and Installation  
East Central Junior College since 1980

CAROL VICKERS — English  
A.A., East Central Junior College  
BA, MS, University of Southern Mississippi;  
further work at Mississippi State University  
East Central Junior College since 1983

O. S. VICKERS — English  
B.A., M.A., Ed.S., George Peabody College,  
further work at University of Southern Mississippi  
East Central Junior College since 1954

MRS. GAIL D. WOOD — Assistant Librarian  
A.A., Hinds Junior College; B.A., University of California  
Santa Barbara; M.S., University of Southern Mississippi  
further work at University of Southern Mississippi  
East Central Junior College since 1975

LUCILLE WOOD — Physical Education  
A.A., East Central Junior College; B.S., M.A., University of Southern  
Mississippi; further work at University of Mississippi, University of  
Southern Mississippi, and Mississippi State University  
East Central Junior College since 1956

MRS. CHARLES V. WRIGHT — Business Education  
A.A., Jones County Junior College;  
B.S., M.S., University of Southern Mississippi;  
further work at Florida Technological University,  
University of Southern Mississippi, and Mississippi State University  
East Central Junior College since 1966



## COMMITTEES OF THE FACULTY

## ADMINISTRATIVE COUNCIL:

Dr. Smith, Dean Tucker, Dean Rives, Mr. McMullan, Mr. Trapp and Mr. Newell.

## ACADEMIC PROBATION:

Dean Rives, Dean Tucker, and Mr. McMullan.

## ADMISSIONS:

Dean Rives, Dean Tucker, and Mr. McMullan.

## INTERCOLLEGIATE ATHLETIC:

Coach Kilpatrick, Coach Wood, and Coach Rives

## INTRAMURALS:

Miss Wood, Coach Clark, Coach Kilpatrick, Mr. Hicks, and student representatives.

## LIBRARY:

Mr. Vickers, Dr. Harris, Mrs. Burkes, Mr. Thrash, Mr. Chester Clark, and student (S.B.A. representative).

## TEXTBOOK:

Dean Tucker, Mr. Trapp, and division chairman.

## SCHOLARSHIP:

Mr. McMullan, Mr. Trapp, Mrs. Everett, Dr. Harris, and Mr. Mayes.

## CURRICULUM COMMITTEE:

Dean Tucker, Dean Rives, Mr. McMullan, division chairmen, and student (S.B.A. representative).

## CHAPTER 2

## GENERAL INFORMATION

## Purpose of the College

East Central Junior College seeks to fulfill the educational needs of its students from the five-county district which it serves. In a continuing effort to meet these needs, the college, through its board of trustees, administration, and faculty, conceives its purpose to be to provide instruction and service. To achieve its instructional goals, the college is committed to offer opportunities for mental, physical, and emotional development. As a service agency, the college provides programs of instruction which incorporate knowledge and skills applicable to life in a complex society.

To successfully fulfill its purpose, East Central Junior College provides, at minimum cost, a variety of programs which include senior college or university parallel, technical, vocational, adult, and remedial education. The college further subscribes to and provides for self-improvement, continuing education, and community services.

Through curricular and extracurricular activities, the college provides experiences which lead to the development of the total individual. These experiences include guidance, participation, and leadership in campus activities, student clubs, and organizations.

## HISTORY OF THE COLLEGE

In 1928 Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior college. East Central Junior College opened its doors to a freshman class of twenty students for the first regular session in September of 1928. The college occupied buildings that were a part of the Newton County Agricultural High School, which had been organized in 1914. The Agricultural High School was located on property belonging to the Decatur Municipal School District, which had been created in 1912. The upper high school grades which comprised the Newton County Agricultural High School were a part of the college until 1958 when they joined the Decatur Attendance Center.

In March of 1939, East Central Junior College became a member of The Southern Association of Colleges and Secondary Schools. It now holds membership in The American Association of Junior Colleges, The Southern Association of Colleges and Schools, The Mississippi College Association, and The Mississippi Junior College Association.

In the beginning there was only one curriculum — Liberal Arts. A look at the program of studies will show that the college now offers thirty-two programs of study, including vocational education, a one-year intensified business curriculum, and technical programs. These expanded course offerings are a far cry from the original Liberal Arts curriculum composed of English, History, Spanish, Chemistry, and Mathematics.

More than thirty different major buildings worth approximately \$6,000,000 have been added to the original three buildings. The latest additions include an air-conditioned library, women's dormitory, dining hall, and build-



ings designed specifically for science, vocational-technical courses, agricultural education, fine arts and physical education.

Originally this institution was supported by three counties — Newton, Neshoba and Scott. Later they were joined by Leake and Winston. To supplement the original plant, Newton County provided \$90,000 in 1930. In 1933 \$110,000 was spent on the plant, and Newton County provided \$44,000 of that amount. Over five million dollars provided by the State and five supporting counties has been spent on the plant since 1946-47.

From the two members of the original faculty of East Central Junior College — Mrs. W. W. Newsome and Mr. Robert Marshall — the number of faculty members has increased to a present total of 59. Since its founding, five presidents have served the institution.

### SCHOOL PLANT AND EQUIPMENT

Through the cooperative efforts of the district and the state legislature, the school has experienced a phenomenal growth in buildings and facilities during the past several years. The school plant consists of approximately 200 acres with buildings and facilities now valued at over six million dollars. There are seventeen main brick buildings.

In addition to facilities sufficient to sustain the general education program, laboratories are provided for art, engineering drawing, audio visual education, applied music, dramatics, reading, languages, athletic and recreation activities, and scientific and vocational education.

### BUILDINGS AND GROUNDS ADMINISTRATION BUILDING

Occupied at the beginning of the 1978-79 school year, the administration building houses the offices of the president, academic dean, business manager, public relations director, and data processing operator and the Board of Trustees' room. Proper vault facilities for the business office and adequate storage for all offices are provided in the building. This facility was provided by renovating the 7,995 square-foot former library which had been outgrown. It was constructed in 1962. It is modern, spacious, and comfortable and is located on the front campus adjacent to the student services buildings.

### HUFF AUDITORIUM AND STUDENT SERVICES BUILDING

This modern structure has a seating capacity of one thousand. The building has excellent acoustics and modern equipment and is conveniently located. The college holds its graduation, assemblies, and dramatic productions here. The air-conditioned student services offices are located on the ground floor.

### BURTON LIBRARY

Occupied during the 1976-77 school year, this building is located near the center of the campus and contains a large reading area, a conference room, a spacious lobby, librarians' offices, a workroom, a faculty reading room, nine study rooms, and a room for special collections. Total seating capacity, mostly at individual and grouped carrels is 250; and shelving is provided for 50,000 volumes. Provision is also made for housing non-book materials. Closed circuit, public, or commercial television viewing is available in any area of the building. Other media include slides, filmstrips, audio tapes, film loops, and micro texts.

### SULLIVAN CENTER

It is the college student center building and houses the vending machines, bookstore, and college post office. The second floor contains the offices of instructors, the Wesley Foundation, College Dispensary with an office for the college nurse, and an assembly room. This air-conditioned building was completely remodeled in 1963.

### HARRY DINING HALL

Remodeled in 1979, it is a modern, air-conditioned building containing four dining rooms. The main dining room has a seating capacity of 300. Other dining rooms are the Gold Room, which seats 120; the Gordon Room, which seats 50; and the Magnolia Room, which seats 20.

### THE STUDENT ACTIVITY CENTER

The office of the Director of Student Activities is located in this building along with many student special activity facilities.

### CROSS HALL

It is a modern air-conditioned science building. The classrooms and laboratories for the biological, chemical, and physical sciences, as well as facilities for television instruction, are located here.

### NEWSOME HALL

It was completed in 1957 and is the sophomore girls' dormitory. It is equipped with modern furniture and appliances and accommodates fifty to sixty women and the dormitory supervisor, who has an apartment and an office in the air-conditioned building.

### JACKSON HALL

It is the freshman girls' dormitory. This building, which was remodeled in 1963 and again in 1978, houses 125 women and contains the office and apartment of the dormitory supervisor. It is completely air-conditioned.

### NESHOBIA COUNTY HALL

This is a new, two-story, air-conditioned dormitory for men. This building was constructed in 1971 and is modern in every way. It consists of thirty-one rooms and houses sixty-two students.

### SCOTT COUNTY HALL

This is a new, two story, air-conditioned dormitory for men. This building was constructed in 1972 and is modern in every way. It consists of thirty-one rooms and houses sixty-two students.

### TODD HALL

This is a dormitory for men. It was completed in 1957 and is a modern, well-equipped building arranged in suites rather than having the conventional halls found in most men's dormitories. Seventy-two men are housed in this air-conditioned dormitory.



**WINSTON COUNTY HALL**

This building is now being used for maintenance storage and mass trades.

**THE VOCATIONAL ANNEX BUILDING**

It was completed in 1969 and is located north of the vocational-technical building, adjacent to the college farm. This building includes classrooms and laboratories for vocational programs.

**THE VOCATIONAL BUILDING**

It contains over 58,000 square feet of floor space and was built at a cost of \$680,000. It was opened in 1969 and houses business education, drafting technology, and programs in machine shop, radio and television, welding, air conditioning and refrigeration, electricity, automotive mechanics, and body and fender repair.

**THE FINE ARTS BUILDING**

Completed in 1969, it contains a 212 seat auditorium, a choral room, a band room, a music library, a listening room, classrooms for the teaching of music and art, and art studios.

**PHYSICAL EDUCATION**

This modern building was constructed in 1970 and is located near the football stadium. It contains facilities for the teaching of health and physical education, and varsity basketball. This building includes offices for the Physical Education personnel and coaches and dressing rooms for young men and young ladies.

**NEWTON HALL**

This is a new, two story, air-conditioned classroom building which was constructed in 1975. It houses the Home Economics, English, Mathematics, Social Science, History, Journalism, Education, and Psychology departments. Also, thirteen faculty offices are located in this building along with several supporting facilities.

**OTHER BUILDINGS****THE PRESIDENT'S HOME**

This is located on the main street of the Town of Decatur at the Southeast corner of the campus. This spacious modern home was constructed in 1961.

**LEAKE HALL**

It was originally constructed for married students. Today it is occupied by both faculty and married students. It is a two-story building containing sixteen apartments.

**FACULTY HOUSES**

These are located at various sites on the college property. There are eleven of these houses.

**ATHLETIC FIELDS****THE FOOTBALL STADIUM**

It was relocated in 1967 and is now equipped with the most modern high intensity lighting and an enlarged seating capacity.

**INTRAMURAL FIELD**

It is located north of the baseball field. This playing field contains an area for intramural sports.

**THE BASEBALL FIELD**

It is situated near the football stadium and is well located, being adjacent to ample parking facilities and the Physical Education Building.

**TENNIS FIELD**

It is located north of Newsome Hall. This playing field contains four modern tennis courts.

**MORAL AND RELIGIOUS INFLUENCE**

East Central Junior College intends to develop Christian character. Its faculty is selected with that purpose in mind. Its administration and regulation purposes that every agency of the institution — teaching, playing, and social activities — will aid in this purpose.

There are in Decatur five churches. All are near the campus. These churches are well organized to serve the religious development of students. Catholic, Presbyterian, Episcopal, Christian, Methodist, Protestant and Church of Christ churches at Newton and Union, each only ten miles from Decatur, serve students of those faiths.

Under the auspices of these student Christian organizations, the students have an opportunity to cultivate definite moral and religious standards. During the year, outstanding religious speakers are brought to the college.

**STUDENT ORGANIZATIONS AND ACTIVITIES**

Student organizations include:

Student Body Association

Honor Society — Phi Theta Kappa

Publications — TOM-TOM (newspaper), WO-HE-LO (annual)

Religious Organizations — Baptist Student Union, Wesley Foundation, Westminster Fellowship, Newman Club and Church of God organization.

Special Interest Organizations — Athletics, Band, Choir, Intramural Sports, E.C.J.C. Players, Delta Psi Omega, Chess Club, French Club, and Fashion Squad.

Curricular Clubs — Agriculture Club, Engineering Club, Future Business Leaders of America, Student Education Association, Home Economics Club, Medical Service Club, Music Club and Vica.

For detailed information about each organization listed above see the Student Handbook.



## CHAPTER 3

**FINANCIAL INFORMATION****Expenses for Regular Session**

	Dormitory Student	Day Student
<b>FIRST SEMESTER</b>		
Matriculation Fee (Non-refundable)		
Registration Fee (Which includes \$8.00 student service fee) (Non-refundable)	\$200.00	\$200.00
Room Fee (Non-refundable)	\$ 50.00	\$ 50.00
Board	\$150.00	
Total First Semester	\$450.00	
	\$850.00	\$250.00
<b>SECOND SEMESTER</b>		
Matriculation Fee (Non-refundable)		
Registration fee (Which includes \$8.00 student service fee)	\$200.00	\$200.00
Room Fee (Non-refundable)	\$ 50.00	\$ 50.00
Board	\$150.00	
Total Second Semester	\$450.00	
	\$850.00	\$250.00
Total for Year	\$1,700.00	\$500.00

Each dormitory student is required to purchase a meal ticket.

Students who prefer the Deferred Payment Plan may pay their board in the following way:

**FIRST SEMESTER**

1. \$150.00 - upon entrance
2. \$150.00 - on September 30, 1985
3. \$150.00 - on November 11, 1985

**SECOND SEMESTER**

1. \$150.00 - upon entrance
2. \$150.00 - on February 10, 1986
3. \$150.00 - on March 24, 1986

The above dates are for convenience only.  
Cosmetology students see "L" under General Information.

**GENERAL INFORMATION**

There is no special charge for laboratory, music, or commercial courses for fulltime students.

Fees are \$10.00 per month if from a Mississippi county outside this district that supports a junior college, \$90.00 per semester for students from other Mississippi counties, and \$200.00 per semester for out-of-state students.

Vocational students are classified as district students if they are from Mississippi counties and as out-of-state students if not from Mississippi counties for pay purposes, and they are the same as other students under these classifications.

If the deferred payment plan is used and these payments are not met then there will be an additional charge of \$5.00 added to the account.

All fees are payable in advance on the date due as indicated in the "Board Calendar."

All students who fail to clear their accounts with the college seven (7) school days prior to the starting date for examinations each semester will be dropped from school.

A written notice will be mailed to the student when this action is taken of the student.

For registration on dates other than those listed on the college calendar, then there will be an additional charge of \$5.00 added to the account.

All students who expect to register for fall semester as scheduled in bulletin must have completed admission requirements by August 20. Students who have not registered as scheduled in the bulletin will be assessed a late registration fee.

Part-time students will pay fees at the rate of \$24.00 per semester hour at the time they register not to exceed \$250.00.

Adults who are 65 years of age or older may attend East Central Junior College with matriculation fees waived.

East Central Junior College reserves the right to change any charges published if it should become necessary.

Cost for the 12 months Cosmetology Program is \$908.00 which includes books and cosmetology kit. A first time student has a first time charge of \$100.00 laboratory fee. Students applying for cosmetology must make an advanced partial tuition payment of \$50.00 in order to get on the admission list. (Non-refundable). Charges may be made the following way:

Fall Semester	\$250.00
Spring Semester	\$250.00
Summer Semester	\$288.00

Room and Board are same as listed on opposite page.

Transportation fee (per semester/bus students only) \$75.00

**REFUNDS**

A student who becomes unable to attend the college may write the Business Manager at least two weeks before the date of school opening and receive a refund of room deposit. No refunds will be made after this date. This applies for summer, fall, or spring registration.

The deposit is retained as long as the student is in residence. The deposit is refunded when the student withdraws if the student is not charged with



breakage, loss of keys — which is \$5.00 per key — defacing or destruction of property. This refund will be made by check automatically within thirty days from time of student's withdrawal.

Any student withdrawing from college completely will be refunded the board payment due the student for the remainder of the board period at the rate of \$2.34 per day and all additional board payments that have been made in advance.

A student remaining in college but withdrawing from the dormitory for a period of less than one full week (7 days) will receive no refund. If this period exceeds one week, the student will be refunded at the above rate.

East Central Junior College charges a \$200.00 matriculation fee to all students. This fee is non-refundable because it is for privileges and materials enjoyed and consumed regardless of student's continued school enrollment. The fee charges above will be refunded to veterans or other eligible persons receiving VA benefits on a pro-rata basis.

Students enrolled under the veteran's program must check with the Dean of Admissions and Records before withdrawing from school.

### SUMMER SCHOOL EXPENSES

Expenses for the summer are different from those during the regular session. They are announced in a special bulletin, a copy of which may be obtained on request from the Dean of Admissions and Records of the college.

### THE COLLEGE BOOKSTORE

The bookstore on the campus is operated as a convenience to students and instructors in securing books when needed.

Secondhand books, in good condition, are purchased from students at a fair price provided such books will be used again as textbooks. This exchange of textbooks reduces the total cost of books for each student.

### HOUSING AND BOARDING DEPARTMENT

The college operates a dining hall, six residence halls, and an apartment building.

The apartments are small and only large enough to accommodate one family. Two families will not be allowed to live in the same quarters. In case of a close single relative who is in school, the student may be allowed to reside in the apartment with the family, but there will be an additional charge for utilities. The rent is \$75.00 per month. Students interested in these accommodations should contact the Business Manager.

All students who are not actually residing in their own homes or close relatives are expected to live on the campus if accommodations are available. Permission must be obtained before other arrangements are made.

The college operates a dining room where wholesome but inexpensive meals are served. Students are sold a meal ticket at the beginning of each pay period on the payment of board, and they must present this ticket each time they eat in the dining room. All dormitory students are expected to take their meals in the dining room. The dining room will be closed on the holidays listed in the regular calendar.

A room may be reserved by making a deposit of \$25.00 which includes a \$5.00 key deposit, provided application for admission has been made to the

Admissions. This room deposit may accompany the application for admission to the Dean of Admissions; otherwise, the student should make application to the Business Manager of the college.

If a preference of room and roommate is desired, a student should indicate this at the time a room reservation is requested. In the residence halls, furniture is provided by the college. The student will furnish linens, covers, and a

For Dormitory withdrawal information see refunds above.

### STUDENT ACCOUNTS

Those who wish to do so may make all payments of student's expenses to the college by check or money order. Check should be made out to EAST CENTRAL JUNIOR COLLEGE. The college will keep money or other valuables in a safe on request. In reality, the business office serves as a bank for many students.

### STUDENT FINANCIAL AID

The following information is a summary of financial aid programs and services offered at East Central Junior College. For further information and application forms, write to:

Financial Aid Office  
East Central Junior College  
Decatur, MS 39327

### SECTION I: FINANCIAL AID PROGRAMS

**PELL GRANT** — This Federal Program is designed to provide financial assistance to students on the basis of need. Any eligible student may receive a Pell Grant. A Pell Grant is not a loan; therefore, it does not have to be paid back.

**SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)** — This Federal Program is designed to assist students who would be unable to obtain an education without the grant and is available to a limited number of students of exceptional financial need. Because it is a grant, it does not have to be paid back.

**WORK-STUDY** — East Central Junior College participates in two types of work-study — Federal Work-Study and Institutional Work-Study. Students are awarded jobs based on need and academic ability. This program gives students a chance to earn money to help pay their educational expenses.

**GUARANTEED STUDENT LOAN (GSL)** — A Guaranteed Student Loan is a low-interest loan made to the student by a lender such as a bank, credit union, or savings and loan association to help with educational expenses. The Federal Government will pay the interest while the student is in school.

**PLUS LOAN** — PLUS loans provide additional funds to students for educational expenses. Like GSL's, these loans are made by a lender.

**SCHOLARSHIPS** — East Central Junior College offers various scholarships to eligible students.



**ACT SCHOLARSHIPS** — The ACT Scholarships listed below will be available to any Mississippi resident who enrolls full-time at East Central Junior College within three (3) years following high school graduation, provided that the first enrollment is at East Central Junior College.

**ACT SCHOLARSHIP (18-22)** - A scholarship in the amount of \$100 will be available to the student for two (2) semesters.

**ACT SCHOLARSHIP (23-25)** - A scholarship in the amount of \$200 will be available to the student for four (4) semesters.

**ACT SCHOLARSHIP (26-29)** - A scholarship in the amount of \$300 will be available to the student for four (4) semesters.

**ACT SCHOLARSHIP (30-36)** - A full scholarship (matriculation fees, room and board) will be available to the student for four (4) semesters.

**ATHLETIC SCHOLARSHIP** — All Athletic Scholarships are awarded by the respective coaches. The athlete must meet the eligibility requirements of East Central Junior College and the National Junior College Athletic Association. Any athlete to remain on an athletic scholarship must meet the Institution's academic requirement of passing nine semester hours and eighteen quality points, or twelve semester hours and twenty four quality points — whichever applies to remain on scholarship. The scholarships are awarded in the following manner: 1/4, 1/2, 3/4, and full.

**BAND SCHOLARSHIP** — The Band Scholarships are awarded by the band director to full-time students. The scholarships are awarded by audition for marching band, concert band, jazz band, orchestra, and Collegians. Scholarship amounts vary depending upon participation in the various groups.

**CHEERLEADER SCHOLARSHIP** — Cheerleader Scholarships are awarded to eight students. The cheerleaders are selected by a committee. The scholarships are awarded in the following amount: 1/2 tuition.

**SALUTATORIAN SCHOLARSHIP** — A scholarship in the amount of \$200 will be awarded to the salutatorian of each high school in the five-county district who enrolls full-time the fall semester following graduation. In case of a tie, East Central Junior College will award a scholarship to both students. The scholarship will be available to the student(s) for two (2) semesters. See Section II for further requirements.

**VALEDICTORIAN SCHOLARSHIP** — A scholarship in the amount of \$300 will be awarded to the valedictorian of each high school in the five-county district who enrolls full-time the fall semester following graduation. In case of a tie, East Central Junior College will award a scholarship to both students. The scholarship will be available to the student(s) for two (2) semesters. See Section II for further requirements.

## SECTION II: FINANCIAL AID POLICIES

**FEDERAL PROGRAMS** — In order to be eligible to receive financial aid at East Central Junior College, students are expected to maintain satisfactory progress toward their degree objective whether it be an academic, technical, or vocational program. Satisfactory progress for all Title IV aid (Pell, SEOG, Federal Work-Study, GSL, and PLUS) is defined as follows:

Based on the length of the program of study in which a student enrolls, the student will be limited to the following number of semesters of eligibility to receive financial aid:

Program Length	Number Semesters Eligible
9 months	3 semesters
12 months	4 semesters
18 months	6 semesters

1. A first year student must pass nine semester hours and earn eighteen quality points during a semester. After two semesters in college, the student must pass twelve semester hours and earn twenty-four quality points during a semester.

2. A student who fails to achieve these standards will be allowed one semester on financial aid probation. A student on financial aid probation who does not meet the satisfactory progress standard will be ineligible to receive financial aid and will remain ineligible until he meets these requirements.

3. Any student who attended East Central Junior College prior to applying for financial aid must also meet these satisfactory progress requirements.

4. Students who wish to appeal the decisions and financial aid awards made by the Financial Aid Office should submit a written request for an appeal to the Director of the Financial Aid Office.

**INSTITUTIONAL PROGRAMS** — The following information is related to Scholarships and Institutional Work-Study.

1. A student will not be allowed to receive institutional financial aid in the form of an athletic scholarship, band scholarship, cheerleader scholarship, or Institutional Work-Study if he fails to meet the institutional requirements. The student will remain ineligible until he meets these requirements. The requirements are as follows:

A first year student must pass nine semester hours and earn eighteen quality points during a semester. After two semesters in college, the student must pass twelve semester hours and earn twenty-four quality points during a semester.

2. To retain an ACT, Salutatorian, or Valedictorian scholarship, a student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average and is removed from scholarship, can get back on scholarship by having a B (3.0) average the following semester provided the scholarship is for four (4) semesters. See Section I for further eligibility requirements.

3. A student who is offered an ACT scholarship and either a Salutatorian scholarship or a Valedictorian scholarship will be permitted to accept only one of the scholarships.

4. Total financial aid in scholarships from East Central Junior College may not exceed the published cost of matriculation fees, room and board. Commuter scholarship recipients will be limited to matriculation fees only. Each student must pay the registration fee each semester (scholarship cannot cover this fee).



## CHAPTER 4

**ACADEMIC POLICIES****Requirements for Admission**

East Central Junior College ascribes to the "Open Door" policy and generally admits all students from the district who can profit from the instructional program. Specific admission policies are as follows:

- I. To the academic or technical credit programs.
  - A. **FULL TIME** — Full time students are admitted to the regular college program provided they have graduated from high school, have transferred from another college, have been issued a high school equivalency certificate, or have presented to this institution a high school transcript showing fifteen acceptable academic units.
    - (1) **HIGH SCHOOL GRADUATES** — Students graduation from a non-accredited high school will be placed upon entrance on academic probation for a full semester. The student will be restored to full academic standing at the end of the semester, if grades merit it; otherwise the student will be academically suspended.
    - (2) **TRANSFER STUDENTS** — It is the policy of East Central Junior College to be as liberal as possible regarding transferees who have had difficulty and are not eligible for re-entrance at the last college attended. From written records and by personal contact with the appropriate authorities, an attempt is made to determine the nature of the student's problem. If the student's problem can be identified and if it is thought that the environment and study conditions at East Central will afford the student an opportunity to correct the problem, an effort will be made to accept the student.
 

Any student transferring from any other college with less than a 2 grade point average is automatically placed on academic probation. In addition, requirements such as compulsory attendance at all classes or any other restrictions that appear to be appropriate to the individual's case are imposed by the Admissions Committee.
    - (3) **GENERAL EDUCATION DEVELOPMENT TEST** — Students who are not graduates of an accredited secondary school may be admitted on satisfactory scores made on the General Education Development Test. The student presents to the college a high school equivalency certificate issued by the State Department of Education which will be accepted in lieu of high school graduation.
    - (4) **FIFTEEN UNITS** — Students presenting only fifteen acceptable academic units must complete another approved unit during their freshman year.
  - B. **PART TIME** — Students who meet the above admission requirements and desire to take less than (12) twelve semester hours. Students of sufficient maturity who may not meet the above admission requirements may be provisionally admitted. If any admission deficiencies exist, they must be removed before the student exceeds thirty semester hours credit.

**ADMISSION PROCEDURE** — Before a student can be admitted to the Academic or Technical College Credit Program and fully classified, the student must have on file with the Dean of Admissions and Records an application, a transcript of credit from the last school attended (or GED equivalency certificate), a health certificate, Documental evidence of Immunization for Measles and Rubella if born after 1957, and a composite score on the American College Test of ten or more. Any questionable applications must be submitted to the Admissions Committee for final decision. See special enrollment provision for students who make less than 10 on the American College Test.

**ADMISSION DATE** — Students are admitted to the Academic or Technical College Credit Programs during the first two weeks of the regular semesters and during the first four days of each five week summer term.

II. To the Vocational Programs.

**VOCATIONAL** — Students are admitted provided that they have: (1) met the admission requirements to the Academic or Technological College Credit Programs, or (2) demonstrated an interest and aptitude in the skilled trade area in which they desire to enroll and are eighteen years of age or older.

**ADMISSION PROCEDURE** — Before a student can be admitted to the Vocational Programs and fully classified, the student must have on file with the Director of Admissions an application, a transcript of credits from all schools attended, a photo, and a health certificate. Students applying for cosmetology must take an advanced partial tuition payment of \$50.00 in order to get on the admission list. (Non-refundable)

Any questionable applications must be submitted to the Admissions Committee for final decisions.

**ADMISSION DATE** — Students are admitted to the Vocational Program (clock hours) during the first two weeks of the regular semesters and during the first four days of first five week summer term.

III. To the continuing education programs.

A. **EVENING CREDIT COURSES:**

- (1) A student must meet the admission requirements for the academic and technical programs as listed in I-A above except photo and health certificate.
- (2) A student can be provisionally admitted until deficiencies are removed as in I-B above.

B. **NON-CREDIT EVENING AND ALL NON-CREDIT PROGRAMS OTHER THAN FULL-TIME VOCATIONAL PROGRAMS:**

- (1) A student must complete appropriate application form for CEU enrollment and be of sufficient maturity for the particular instruction desired.
- (2) No transcript, certificate, test scores or photo is necessary for admission to a non-credit continuing education class. A check covering the cost of the course submitted to the ECJC business office with course identification on it will hold the place in any class until the first meeting, at which time registration can be completed.



- (3) All advance checks for continuing education classes will be held until the first class meeting unless return is requested. They will be returned on request before the first class meeting or at the first class meeting if enrollment is insufficient for establishing the class. When the class has met for the first meeting and has been established, enrollment is considered final, and no fees will be returned afterward.

### POLICY FOR INCOMPLETE ADMISSIONS

Any full time student who is permitted to enroll in East Central Junior College that has not met all the requirements for admission will be allowed six weeks into the semester to take care of this matter. Should a student fail to do so within this six weeks period of time then upon written notice from this institution the student will be dropped from school.

### ENROLLMENT PROVISIONS FOR STUDENTS WHO MAKE LESS THAN TEN ON AMERICAN COLLEGE TEST

1. Students with an ACT score of less than 10 who are admitted to the regular academic program or Intensive Business will be given a probationary status and will be required to:
  - (a) enroll in basic studies courses in Math, English, Reading and Psychology and pass a minimum of 9 semester hours with 18 quality points during first semester of enrollment.
  - (b) enroll in a minimum of 12 semester hours and be a day-time campus student.
  - (c) re-enroll in basic studies in event of failure to pass basic studies.
  - (d) follow suspension procedure if conditions set forth in (a) and (b) above are not met.
  - (e) schedule Typing if Business major.
2. Students enrolling in Basic studies courses because of ACT scores of less than 10 will not be permitted to drop those courses.
3. Students transferring from the academic program to Intensive Business must possess a 2.0 quality point average on courses in the Intensive Business curriculum in order to qualify for graduation.
4. Any student graduating from the Intensive Business program and desiring to transfer to the regular academic program may have all ACT requirements waived.

### ACT WAIVER FOR ADULTS

Students who have been out of high school for five or more years, or those who are 23 years of age or older will have the ACT requirement waived.

### EARLY ENROLLMENT PROGRAM

East Central Junior College has an early enrollment program for high school students during the summer.

Students may enroll the summer following the eleventh grade and take courses other than Freshman English for college credit.

- All students must have completed junior year in high school.
- All students must have a B average for previous high school work.
- All students must have a composite score of 25 on ACT.
- All students must make application for admission, complete student health form, and send a partial transcript from high school.
- All students must attend a counseling session prior to enrollment in college.

### BENEFITS FOR VETERANS

East Central Junior College is an approved institution for providing education training for veterans. The Dean of Admissions and Records serves as Veterans Adviser and offers assistance in handling matters pertaining to veterans at the college.

### SELECTIVE SERVICE

Information and assistance in handling matters concerning Selective Service for students are available in the office of the Dean of Admissions and Records.

### VETERANS PREVIOUS EDUCATION

This college maintains a written record of the previous education and training of each veteran enrolled and appropriate credit is given. When the training period has been shortened proportionately as a result of previous education and training, the veterans or eligible person and the VA are so notified.

Credits earned in the armed forces will be granted in a manner and amount consistent with the requirements of the American Council of Education and the Mississippi Accrediting Commission. No credit will be granted on the college level General Education Development Test.

### EAST CENTRAL JUNIOR COLLEGE SCHOOL STANDARDS OF PROGRESS AS REQUIRED BY VA REGULATIONS 14253 [D]

#### EXAMINATION OR RECORDS:

The college records and accounts pertaining to veterans and eligible persons enrolled are readily identifiable and available for examination by authorized representatives of the Government.

#### ENTRANCE REQUIREMENTS:

Proof that entrance requirements to East Central Junior College have been met prior to enrollment are a part of the veteran's and eligible person's permanent record. They also include the grade in each subject per semester, record of withdrawals, and the number of absences from any subject. These records are maintained in the Dean of Admissions and Records office headed by Frank Rives.

#### PREVIOUS EDUCATION AND TRAINING RECORDS:

The school maintains permanent record showing previous education and training. Enrollment certificates submitted to VA reflect proper credit for previous education and training in accordance with the policies of the college.



4. **PROGRESS RECORDS:**

In the academic and technical program, the school records show grades of A, B, C, D, F, G, (withdrawal passing), H (withdrawal failing), W (administrative withdrawal, no grade), I (incomplete — grade which is temporary and is changed to a grade of A, B, C, D, or F on completion and is used in the overall grade point average of the student).

The State Veterans Affairs Approving Agency requires that grades of W, G, H and I be considered as F's in computing grade point averages. This procedure is followed in all reports to the Veterans Administration concerning the student's status. Course changing is not allowed after the first two weeks of classes. Any time a student quits a course without officially withdrawing, a final grade of "F" will be recorded. The VA will be promptly notified when a veteran or other eligible person drawing VA benefits changes his course load.

Veterans who are attending East Central Junior College in the Academic and Technical programs must pass a certain number of hours each semester, the same as regular students, to remain in good standing. A first year freshman must pass nine semester hours and earn 18 quality points to remain in good standing. A second year college student must pass 12 semester hours and earn 24 quality points. Quality points are assigned per semester hour the following way: A—4 quality points; B—3 quality points; C—2 quality points; D—1 quality point; and F—0 quality points.

For the Veterans and other eligible persons, East Central Junior College will apply the probation and suspension policies as listed in this catalog.

5. **ATTENDANCE RECORDS:**

East Central Junior College maintains schedule cards and permanent record cards. Absences are kept on the student's schedule card. The last date of attendance is also reflected on this card when one drops a course. The number of absences in any particular course is placed on the final Grade Report and also in the teachers grade book which is turned in at the end of the term and is filed for records and is available in the Dean of Admissions and Records office. An individual is allowed absences per semester equal to the times a class meets per week. Any unexcused absences after that penalize the student's final grade. Total absences for any reason may not exceed 20 percent of the class meeting. If this happens in a course, the student will be recorded a final grade of F. This policy is given in detail elsewhere in the college catalogue.

**SOPHOMORE STATUS**

Before a student can be classified as a sophomore, he must have earned a minimum of 28 semester hours or its equivalent from an approved college.

**TESTING SERVICE**

East Central Junior College is a fully participating institution in the American College Testing Program. The American College Test is given here on all national scheduled testing dates.

**SCHOOL TERMS AND PERIODS**

East Central operates on the semester system. There are two regular semesters which begin in August and in January. There is a 10 week summer session divided into two terms beginning in May.

Lecture periods meet a minimum of 50 minutes. Laboratory periods are equivalent to two lecture periods. Semester hours of credit are granted on the number of lecture and-or laboratory periods the class meets per week for one regular semester.

**NON-DISCRIMINATION**

East Central Junior College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The college is in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and section 504 of the Rehabilitation Act of 1973. Dr. B. J. Tucker, The Academic Dean, Administration Building, P.O. Box 7, office telephone 036-2111 extension 202, East Central Junior College, Decatur, Mississippi 39327 has been designated as the responsible employee to receive and investigate complaints and carry out responsibilities in conformity with the acts and their amendments. Inquiries or complaints may also be made to the Director of the Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. 20013.

**RECORDS****FAMILY EDUCATIONAL RIGHTS AND  
PRIVACY ACT OF 1974**

East Central Junior College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The following rights are accorded to students under this act:

1. Students are entitled to have access to school records upon request.
2. Request for access to records concerning academic grades, transcripts and absences should be filed with the Dean of Admissions and Records. Request for access to records concerning test scores administered by East Central Junior College counselors, financial aid, and other personal data should be filed with the Dean of Students.
3. Students are entitled to inspect and review the contents of their school records and to challenge the contents if they feel the contents are inaccurate, misleading, inappropriate data. If a student wishes to challenge the contents, the Dean of Admissions and Records or Dean of Students will provide a written copy of procedures to be followed.
4. Before any school records will be released to third parties (colleges, potential employers, etc.) who have requested copies of school records, the school must have the students' written consent.
5. Upon receipt of a subpoena or judicial order requiring the Dean of Admissions and Records and-or Dean of Students to relinquish control of a



- student's records, the student will be notified of the subpoena or judicial order before the Dean of Admissions and Records and/or Dean of Students will relinquish control of the records.
6. Whenever a student seeks to enroll in another institution outside the district, the student must approve transfer of the record.
  7. The law allows "directory information" about students to be made public without specific permission. Students are entitled, however, to request the deletion of certain information from school directories. Any request for deletion of directory information must be made within fourteen calendar days from the date of registration. Forms for requesting the deletion of information may be secured from the Office of the Dean of Admissions and Records.
  8. The school will maintain a list containing the signature, the date, and the reason for all persons receiving access to students' records. The law however, allows school officials, including teachers, to have access to a student's records. Students are entitled to have access to this list.

### GRADING SYSTEM

The College uses the grading system in general use in the colleges throughout the South.

A	—	92-100 Excellent
B	—	83-91 Good
C	—	74-83 Average
D	—	65-73 Poor
F	—	Failure
G	—	Withdrawal passing
H	—	Withdrawal failing
W	—	Administrative Withdrawal, no grade
R	—	Registered for audit
I	—	Incomplete, but can be made up

A progress report is made to the student at Mid-Term of each semester.

### HONORS AND QUALITY POINTS

**HONORS** — Special recognition is given those students doing outstanding work in their academic subjects at the end of each grade period and at graduation. The honors are based on quality point averages.

#### Honors

	Required Quality Point Average
President's List	4.00
Dean's List	3.50
Honorable Mention	3.00

**QUALITY POINTS** — Quality points are based on the grade and number of hours credit for each and are computed as follows:

Grades	Quality Points
A	4 for each semester hour
B	3 for each semester hour
C	2 for each semester hour
D	1 for each semester hour

.....0 for each semester hour  
 .....0 for each semester hour  
 The last grade in each course attempted will be counted for quality point

### ADVANCED STANDING — HONORS PROGRAM

The college has initiated an Honors Program for high achieving students. The first honors course is English Composition. Seniors who indicate an interest in attending East Central by having their ACT Scores sent will be screened on the basis of those scores. Students with a composite standard score on the ACT of 28 or more and with a standard English score of 25 or more are invited for an interview.

Those students qualifying (maximum of 15) are given advanced standing credit for ENG 1113 and participate in a special seminar in the restructured ENG 1113.

### COLLEGE LEVEL EXAMINATION PROGRAM [CLEP]

East Central Junior College awards academic credit through the College Level Examination Program only on Subject Examinations to students who are enrolled at the College and who make a scaled score of 50 or above. Such credit will be limited to six (6) semester hours.

The College will accept from other colleges academic credit that has been established on either the General or Subject Examinations not to exceed six semester hours.

East Central does not serve as a testing center and does not establish credit on the General Examination. Credit established on CLEP will not carry letter grades and will not be included in calculating quality point averages.

### ACADEMIC PROBATION

If a first year student fails to pass nine semester hours and earn 18 quality points during a grading period, the student is placed on Academic Probation until the student's academic record has improved sufficiently to meet this minimum standard. After two semesters in college, the student must pass 12 semester hours and earn 24 quality points during a grading period or the student is placed on academic probation until the student's academic record has improved sufficiently to meet the minimum standards of the college.

When a student persists on academic probation and shows little effort or interest in improving his or her scholastic standing, the student may be recommended for dismissal by the Academic Probation Committee at any time.

If the student fails to meet the minimum requirements for two consecutive semesters, the student will be required to drop out of school for one regular semester before becoming eligible for readmission. If the academic suspension comes at the end of the spring semester, the deficiency may be removed by attending summer school. Students will be allowed to enroll in summer school to improve their G.P.A. By repeating courses with low grades taken the spring semester or by earning a minimum of 9 semester hours with 18 quality points of new work, the student may remove probation or suspension. Otherwise, this summer work does not constitute one regular semester. Deviation from this policy will be made only with the approval of the Academic Probation Committee.

The above policy will also apply to all transfer students.



### COURSE CHANGE

A fee of \$5 is assessed for each change in schedule after the date a student's schedule is completed and accepted.

### CHANGING PROGRAM

A student should discuss any proposed changes in his program with the instructors involved, but no change in a student's program is official until the change has been approved by the Dean of Academics or Dean of Admissions and Records. No full time student will be permitted to register in a new course after the second week of any regular semester.

### PROGRAM OF STUDY

A student registering for 12 or more semester hours will be considered a full-time student and should follow one of the curriculums as outlined.

### ACADEMIC CLASS ATTENDANCE AND ABSENCES

Nothing is more important to success in college than regularity of class attendance. When a student enrolls in a course, the student assumes the responsibility for attending all class meetings, completing all assignments, and otherwise satisfying the requirements of that course. Realizing that from time to time there may be just cause for absence, the college has established the policy outlined below.

It should here be noted that nothing in the policy as stated or implied alters the fact that common courtesy requires that a student discuss with the instructor the impending absence before it occurs where possible and immediately after return to class in emergencies. The student is still responsible for all work missed regardless of the reason for being absent.

1. Official absences are those incurred when students miss class while officially representing the college. Illustrations include but are not limited to athletic contests, band, field trips, and workshops. The college sponsor of the group supplies a list to the Dean of Admissions and Records office in advance, and instructors are notified from that office before the next meeting of the class following the absence.
2. Serious illness absences will be classified in one of the three classes listed and explained below:
  - a. Confinement by the college nurse either in the clinic or in the dormitory. Students will receive written permission from the nurse to miss class only when she deems the illness serious enough to warrant confinement.
  - b. Confinement in hospital or home under a physician's care. A statement must be brought to the instructors signed by the attending physician.
  - c. Death in the family when certified in writing from the student's parents.

Note: Only the 3 provisions under "serious illness" require a written statement to the instructor. These statements must be presented first to the Dean of Admissions and Records and then to each instructor whose class was missed within seven calen-

dar days after the absence occurs or the absence will be counted against the free or restricted absences as listed in the classes 3 and 4 below. Periodic checks will be made by the office with the parents or physicians to confirm suspicious cases.

Free absences will be allowed in the same number that the class meets per week. These absences are allowed for minor illness, dental appointments, visits to other colleges, transacting personal business, oversleeping, missing rides, and all other reasons not specifically covered in classes 1 and 2 above.

Restricted absences may occur after the free absences have been used. Each restricted absence will result in 2 points deduction from the final grade in the course.

Any student reporting to class after roll has been checked will receive a Tardy. Three tardies will result in a student being counted absent from class and will be recorded as such.

Total absences (1 through 5 above) must not exceed 20 percent of the times a class meets. In a course meeting 1 time per week an F will be recorded with the fourth absence. In a course meeting 2 times per week an F will be recorded with the seventh absence. In a course meeting 3 times per week an F will be recorded with the eleventh absence. In a course meeting 4 times per week an F will be recorded with the fourteenth absence. In a course meeting 5 times per week an F will be recorded with the eighteenth absence.

### DROPPING A COURSE

If a student desires to drop a course, the student may do so at any time before midsemester week with a grade of "W" provided the student gets proper approval by the Dean of Academics or Dean of Admissions and Records.

If the student drops a course during mid-semester week or after mid-semester week, the student will get a grade of "G" (withdrawal passing) or "H" (withdrawal failing) provided the student gets proper approval by the Dean of Academics or Dean of Admissions and Records.

Unofficial withdrawal from a course at any time during the semester will result in a grade of "F". No student can drop a course five class days prior to examination.

### INCOMPLETE GRADES

A grade of "I" (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in the student's immediate family, or similar circumstances beyond the student's control, is unable to complete the course work or to take final examinations. The student must have in writing, an approval by the Dean of Admission and Records before the student can complete this course work.

An "incomplete" on final semester grades must be removed by completing the required work by the end of the first six weeks of the next semester the student is in school, or a grade of "F" will be recorded by the Dean of Admissions and Records. The individual student has the responsibility of making the necessary arrangements with the instructor concerned.



### EXEMPTION

Any student who has applied and been accepted as a candidate for graduation may be exempt from the final examination of any course in which the student has a B or better average as of the last regular class meeting. Exemption of graduates and types of examination (unit or comprehensive) is left to the discretion of the instructor.

### VOCATIONAL ATTENDANCE AND ABSENCES

1. Class rolls are to be checked at the beginning of each class, laboratory or related studies session.
2. Students not present at roll check but reporting within 15 minutes will receive a tardy. Those reporting later than 15 minutes after rollcheck will be marked absent for 1/2 day.
3. A student may receive two tardies in the same half day but will not be charged more than 1/2 day absence in any half day.
4. Three tardies will count as 1 day absence. One or two tardies will not penalize a student until he receives the third tardy.
5. Any student leaving a class early will be subject to the same penalty in reverse. (Less than 15 minutes will be counted as a tardy and over 15 minutes as 1/2 day absence.)
6. A vocational student will be allowed to accumulate up to five (5) days absences in a semester of three (3) days in the summer in addition to the allowable official absences.
7. Any student exceeding the allowable numbers in (6) above will meet with the Attendance Review Committee (applying first at the vocational counselor's office) before attending any further classes.
8. The Committee will include the student instructor, the counselor, and one administrator. This Committee may authorize non-official absences up to a maximum of nine (9) days. The Committee may terminate a student with six or more absences at their discretion.
9. Official absences are those incurred while officially representing the college. They may be granted up to nine days, but total absences in a semester may not exceed 18 and in a summer may not exceed 10.

### VOCATIONAL-TECHNICAL AWARDS AND RECOGNITION

Students in vocational shop programs, excluding Cosmetology, are recognized as graduating with honors provided they have a 3.50 average in the program they are completing. Final semester grades are averaged together to arrive at a grade point average. Final semester grades carry a point value of (A-4) (B-3) (C-2) (D-1) (F-0).

Honors in Cosmetology are figured by a numerical grade. A student in Cosmetology must have a 95 average for the three semesters to graduate with honors.

Intensive Business student honors are figured by the same method as honors for academic students.

### PRE-REGISTRATION TESTS

The American College Test will be administered to all academic students under age 25 who have not previously taken it. The results will be used in classification.

### ORIENTATION

All students entering East Central Junior college for the first time are expected to participate in the orientation program. The program is designed to acquaint new students with rules and regulations of the college, registration procedures, and college curriculums. During this time standardized testing is given, personal data sheets are completed, and students are assigned to faculty advisors who help them in proper course selection. School publications are reviewed, and handbooks are distributed and discussed.

### MAXIMUM LOAD

Fifteen or sixteen semester hours of academic work is considered a normal load each semester. First semester freshmen are not allowed to register for more than a normal load unless specified in curriculum. Other students desiring to enroll for more semester hours than specified in curriculum must get special permission from appropriate curriculum advisor and approval by the Academic Dean and Dean of Admissions and Records. A fulltime vocational student cannot enroll in a daytime academic course for credit.

### WITHDRAWAL FROM SCHOOL

Any student who leaves the college, except for temporary absences, must secure a withdrawal permit in duplicate from the Academic or Vocational Counselor's office, where he will be instructed as to the proper procedure. This permit when completed, must be filed with the Dean of Admissions and Records and Business Manager of the college. A forced withdrawal may be processed by the Dean of Students or Dean of Admissions and Records.

### TRANSFER CREDITS

All credit transferred from accredited institutions are reproduced on the permanent records of East Central Junior College. This action is evidence that the credits are considered valid. Only those courses with C or better will be applied toward graduation when transferred average is less than C.

### GRADUATION

**ALL STUDENTS EXPECTING TO BECOME CANDIDATES FOR DEGREES OR CERTIFICATES MUST FILE AN APPLICATION WITH THE ACADEMIC DEAN EARLY IN THE SEMESTER IN WHICH THEY EXPECT TO GRADUATE**

### REQUIREMENTS FOR DEGREES

East Central Junior College grants three associate degrees — The Associate in Arts, The Associate in Science, and The Associate in Applied Science.

Students who plan to transfer to senior institutions should take note that substitution in the specified courses of Categories I and II below may be made with the approval of the Academic Dean in order to meet senior college requirements.

1. To graduate from the college with the degree of Associate in Arts a student must:



- (1) Earn a minimum of 64 semester hours of credit to include.
    - a. The 24 semester hours listed in the Basic College Core.
    - b. Not more than four semester hours of activity courses (Physical Education, band, choir, ROTC, and varsity sports).
  - (2) Earn an average of two quality points for each semester hour attempted. Where a course is scheduled and rescheduled only the last grade recorded will count for quality point purposes.
  - (3) Complete the last twelve semester hours at East Central Junior College.
  - (4) Earn not more than one-fourth of the work required for graduation by correspondence and or extension.
- II. To graduate from the college with the degree of Associate in Science a student must:
- (1) Earn a minimum of 64 semester hours of credit to include
    - a. The 24 semester hours listed in the Basic College Core.
    - b. Fourteen or more semester hours of laboratory science.
    - c. Not more than four semester hours of activity courses (Physical Education band, choir, ROTC, and varsity sports).
  - (2) Earn an average of two quality points for each semester hour attempted. Where a course is scheduled and rescheduled, only the last grade recorded will count for quality point purposes.
  - (3) Complete the last twelve semester hours at East Central Junior College.
  - (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.
- III. To graduate from the college with the degree of Associate in Applied Science a student must:
- (1) Earn a minimum of 64 semester hours of credit to include:
    - a. All technical courses in the curriculum guide, chapter 5.
    - b. Not more than four semester hours of activity courses (Physical Education, band, choir, ROTC, and varsity sports).
    - c. Enough approved non-technical electives to complete 64 semester hours when added to a. and b. above.
  - (2) Earn an average of two quality points for each semester hour attempted. When a course is scheduled and rescheduled, only the last grade recorded counts for quality point purposes.
  - (3) Complete the last regular semester at East Central Junior College.
  - (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.

### REQUIREMENTS FOR CERTIFICATES

East Central Junior College grants nine months, one year, eighteen months, and two year certificates.

To graduate from the college with a certificate in a particular program, a student must:

- (1) Make a passing grade and average a "C" (2.00 point) on all those courses required in the curriculum.
- (2) Satisfactorily complete a prescribed certificate program as outlined under curriculum.

### GRADUATION FEE

A \$20.00 graduation fee is charged all students who are tentatively accepted for graduation.

### TRANSCRIPTS

It is the policy of this institution to furnish free to each graduate of East Central Junior College upon written request one transcript of his or her credits earned here. If a request for a transcript occurs during the period a student is attending the college, a charge of \$1.00 is made. All other transcripts are \$2.00 each. Correspondence pertaining to this service should be addressed to the Dean of Admissions and Records of the college. The college reserves the right to protect the student's records from outside agencies.

### HEALTH SERVICES

East Central Junior College realizes that good health is necessary for the educational progress and future welfare of its students.

The campus infirmary is a part of the facilities available to students. A nurse is employed full time and is available to students for medical service.

The Town of Decatur has a medical clinic with a local physician. Two hospitals are located within ten miles of the college.

Fees paid upon entrance take care of routine medical care and simple medication. The student is responsible for any major medical service.

Each student is required to have a health certificate form on file with the college. This completed form is a part of the admission requirement of the college.

### COUNSELING AND GUIDANCE

East Central Junior College is wholly committed to providing the service of professionally trained guidance personnel to all of its students. The purpose of the guidance work is to provide professional assistance to the students in deciding academic, vocational, and personal questions, especially as they involve their college life.

The Dean of Students has overall supervision and coordination of guidance, counseling, extra-curricular activities, religious development, and alumni affairs. In addition, two full-time academic counselors and full-time vocational counselor are employed in the guidance department. Also, faculty members serve as academic advisors in their particular areas. Academic advisors are selected by the students from the teaching faculty according to curricula and are well qualified to assist the students in their academic career planning. Each student upon entering selects a course of study with the aid of one or more of the counseling personnel. Frequent meetings are held and the students are urged to keep constantly in touch with their Academic Advisor on matters pertaining to their educational or vocational careers. By careful planning, the students can find and pursue the course of study that will be most helpful in their



chosen profession. Each student is thus aided in choosing a vocation for which the student is best suited.

Personal problems should be referred to the Dean of Students or one of the professionally qualified guidance persons working under the Dean of Student supervision.

### FIREARMS ON CAMPUS

In keeping with the laws of Mississippi, students are not permitted to have rifles, shotguns, or other forms of weapons on campus.

### STUDENT IDENTIFICATION CARD

Each full-time student will be issued an identification card during registration at a cost of \$3.00. The card will be used as activity card during regular school session. Failure to show or surrender identification card when requested by any East Central Junior College official will result in disciplinary action. Replacement of card due to loss will cost \$3.00.

### DISMISSAL DUE TO UNSATISFACTORY CONDUCT

Upon enrollment each student is given a Student Handbook in which rules of conduct and major violations are listed in detail. Students disobeying the school conduct regulations are presented to the faculty discipline committee for action. Each violation is dealt with in the best interest of the students and school.

### NON-CREDIT COURSES

Non-credit courses in the field of Adult Education are offered in the vocational programs and other special interest areas when sufficient numbers warrant class offerings.

### EXTENSION CENTER

Classes may be organized in courses given credit beyond junior college credit. The college has served as an Extension Center for Mississippi State University and University of Southern Mississippi at various times in the past.

## CHAPTER 5

# PROGRAMS OF STUDY

Suggested programs of study in many fields of interest have been established with recommended courses for each semester.

## UNIVERSITY PARALLEL PROGRAMS

The East Central Junior College transfer programs are designed for the student who wishes to complete two years of college work and continue toward a baccalaureate degree at a senior college. These suggested programs of study have been set up with extreme care.

### BASIC COLLEGE CORE CURRICULUM

This core curriculum is designed for students who later plan to transfer with junior standing to one of the four-year colleges in Mississippi. Students should understand that different colleges and universities have their own requirements, and students should consult the latest catalog of the institution in which they are interested.

The following core curriculum is required by all universities under the State Board of Trustees, Institutions of Higher Learning beginning fall 1984 and is incorporated in all transfer programs of study as outlined in this chapter.

English Composition .....	6 semester hours
Laboratory Science .....	6 semester hours
College Algebra .....	3 semester hours
Humanities & Fine Arts .....	9 semester hours
<b>Total</b>	<b>24 semester hours</b>

This same 24 semester hour core curriculum is required for graduation from East Central Junior College in both transfer degrees — the Associate in Arts and the Associate in Science. (See requirements for degrees section of chapter four — Academic Policies.)



## Agriculture

### CURRICULUM ONE

Dr. B. J. Tucker, Advisor

The combination of courses in this curriculum is offered for students who are planning to be professional agriculture workers. All students expecting to complete a four-year Agricultural Course in a senior college should select Curriculum One.

### A. GENERAL AGRICULTURE AND OTHER FOUR YEAR COLLEGE OF AGRICULTURE PROGRAMS

#### FRESHMAN YEAR

First Semester		Second Semester	
AGR 1214	Animal Science . . . . .4	AGR 1313	Plant Science . . . . .4
ENG 1113	English Composition . . . .3	ENG 1123	English Composition . . . .3
CHE 1214	General Chemistry . . . .4	CHE 1224	General Chemistry . . . .4
HIS 2213	American History . . . .3	* Approved Electives . . . .6	
MAT 1313	College Algebra . . . . .3		
	—		—
	17		16

#### SOPHOMORE YEAR

First Semester		Second Semester	
PSC 1113	Amer. Nat. Government .3	AGR 2713	Agricultural Econ. . . . .3
BIO 1134	General Biology . . . . .4	BIO 2423	Zoology . . . . .3
AGR 2314	Basic Soils . . . . .4	SPT 1113	Oral Communication . . . .3
	* Approved Electives . . . .6		* Approved Electives . . . .6
	—		—
	17		16

\* Approved by curriculum advisor for specific transfer requirements.

### B. PRE-FORESTRY

#### FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition . . . .3	ENG 1123	English Composition . . . .3
BIO 1134	General Biology . . . . .4	BIO 1144	General Biology . . . . .4
CHE 1214	College Chemistry . . . . .4	CHE 1224	College Chemistry . . . . .4
MAT 1313	College Algebra . . . . .3	MAT 1323	Trigonometry . . . . .3
HIS	History . . . . .3	HIS	History . . . . .3
	—		—
	17		17

#### SOPHOMORE YEAR

First Semester		Second Semester	
1113	Principles of Economics . .3	SPT	Oral Communication . . . .3
1013	Calculus I . . . . .3		Social Studies
1014	Soils . . . . .4		Elective . . . . .3
	Literature Elective . . . .3		* Elective . . . . .7
	* Elective . . . . .3		Literature Elective . . . .3
	—		—
	16		16

\* Electives to be selected with advisor based on upper division option to be selected.

### C. PRE-VETERINARY MEDICINE

#### FRESHMAN YEAR

First Semester		Second Semester	
CHE 1214	College Chemistry . . . . .4	CHE 1224	College Chemistry . . . . .4
ENG 1113	English Composition . . . .3	ENG 1123	English Composition . . . .3
MAT 1313	College Algebra . . . . .3	MAT 1323	Trigonometry . . . . .3
BIO 2414	Zoology . . . . .4	BIO 2424	Zoology . . . . .4
	* * Soc. Sci. or Humanities . .3		Soc. Sci. or Humanities . . .3
	—		—
	17		17

#### SOPHOMORE YEAR

First Semester		Second Semester	
CHE 2424	Organic Chemistry . . . . .4	CHE 2434	Organic Chemistry . . . . .4
PHY 2314	General Physics . . . . .4	SPT 1113	Oral Communication . . . .3
	* * Soc. Sci. or Humanities . .3	PHY 2324	General Physics . . . . .4
	* * * Electives . . . . .7	BIO 2924	Microbiology . . . . .4
	—		* * * Electives . . . . .3
	18		18

\* \* Social Science, Humanities courses to be selected from History, Political Science, Sociology, Economics, Literature, Music, or Art.

\* \* \* All electives to be selected from the same area with the help of an advisor — Agriculture, Biological Sciences, Health Related or Science Education. This allows the veterinary medicine student to complete a bachelor's degree while completing the veterinary degree program.



## Business

The courses in this group should be elected by those students who wish (1) to become well-trained office workers, (2) to gain valuable knowledge, or (3) to continue their education in schools of business education and business administration.

The Business Department has turned out many people who have secured and are now holding good office positions.

There is every reason why young people contemplating entering business should get their foundation courses in a regular academic college where the individual has the advantage of courses in English, Mathematics, and Economics. The efficient secretary or stenographer must have a well-rounded education as well as a through knowledge of the individual's field of specialization.

### BUSINESS ADMINISTRATION CURRICULUM TWO

Mrs. Holt, Advisor

Students should take this curriculum who plan to continue through a four year college course in business administration or wish to get training for general business purposes.

#### FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . . 3	ENG	1123	English Composition . . . . 3
PSY	1113	General Psychology . . . . 3	HIS		History (Elective) . . . . 3
MAT	1313	College Algebra . . . . . 3	BIO	1144	General Biology . . . . . 4
HIS		History (Elective) . . . . . 3	SPT	1113	Oral Communication . . . . 3
BIO	1134	General Biology . . . . . 4	MAT	1333	Finite Mathematics . . . . 3
		Activity . . . . . 1			Activity . . . . . 1
		17			17

#### SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature (English or American) . . . 3	ENG		Literature (English or American) . . . 3
PSC	1113	Amer. Nat. Government . 3	ECO	2123	Principles of Economics . 3
ECO	2113	Principles of Economics . 3	ACC	1223	Principles of Accounting . 3
ACC	1213	Principles of Accounting . 3	BAD	2323	Business Statistics . . . . 3
BAD	2413	Business Law . . . . . 3			* Approved Elective . . . 6
		15			18

### BUSINESS EDUCATION CURRICULUM THREE

Mrs. Pitts, Advisor; Mrs. Everett, Advisor; Mrs. Wright, Advisor

This program may be followed by those who plan to teach in the business field. It includes some of the general education courses required of all teachers and a sufficient number of business courses to allow proficiency in the field for those who may wish to work prior to the completion of the four-year program. Students planning to be business teachers may choose to take fewer business courses here than are listed below and may enroll in Curriculum Five — Education instead of this curriculum.

This curriculum is designed for students who plan to transfer with junior standing to a four-year institution. Changes may be made in order to meet the requirements of the college to which the student will transfer.

#### FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . . 3	ENG	1123	English Composition . . . . 3
SEC	1213	Elementary Shorthand . . . 3	SEC	1223	Intermediate Shorthand . 3
SEC	1113	Typewriting	SEC	1123	Intrm. Typewriting . . . . 3
		or	SCI		Laboratory Science . . . . 3
SEC	1013	Records Management . . . 3	HIS		History . . . . . 3
BIO	1134	General Biology . . . . . 4	HPR	1213	Per. & Com. Health . . . . 3
HIS		History . . . . . 3			—
		16			18

#### SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature (English or American) . . . 3	ENG		Literature (English or American) . . . 3
ECO	2113	Economics . . . . . 3	SPT	1113	Oral Communication . . . 3
SEC	2113	Advanced Typewriting . . 3	SEC	2223	Advanced Shorthand . . . 3
ACC	1213	Principles of Accounting . 3	ACC	1223	Principles of Accounting . 3
MAT	1313	College Algebra . . . . . 3	EPY	2523	Adolescent Psychology . . 3
		Elective . . . . . 3			—
		18			15

#### RECOMMENDED COURSES

ECO	2123	Economics	EDU	1613	Foundation of Education
PSY	1513	General Psychology	ART	1113	Art Appreciation
MUS		Music Appreciation			

\* Approved by Curriculum Advisor for specific transfer requirements.



## Education

An education curriculum should be selected by those who are planning to teach. East Central Junior College offers the fundamental courses required in the present certification requirements of the State Department of Education. Every student who plans to teach should become familiar with Bulletin No. 126 of the State Department of Education, REGULATIONS FOR TEACHER CERTIFICATION. The requirements include courses in General Education, Professional Education, and Specialized Education. It is suggested that those registering in one of the curriculums meet most of the requirements in General Education during attendance at East Central Junior College. Those who plan to teach in high school should decide on their teaching field and take one or more courses in the field each semester. For example, those wanting to teach mathematics or science should take as many courses as practical now of the courses offered in those departments. Students who plan to teach agriculture or home economics, should register in Curriculum One or Nine. Those planning to teach business or music should consult the advisor of those curriculums and the dean for advice in their course.

### ELEMENTARY EDUCATION CURRICULUM FOUR

Mrs. Pouncey, Advisor; Mrs. Graham, Advisor; Mr. McMullan, Advisor

#### FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition . . . 3	ENG 1123	English Composition . . . 3
BIO 1134	General Biology . . . . 4	BIO 1144	General Biology . . . . 4
HIS	History (World or American) . . . 3	HIS	Social Studies (Electives) . . . . . 3
MAT 1723	The Real Number System 3	MAT 1733	Informal Geometry and Algebra . . . . . 3
HPR 1213	Per. & Com. Health . . . 3	PSY 1513	General Psychology . . . 3
—		—	
16		16	

#### SOPHOMORE YEAR

First Semester		Second Semester	
ENG	Literature (English or American) . . . 3	MAT 1313	College Algebra . . . . . 3
PHY 2213	Physical Science . . . . . 3	ART 1913	Art for Elementary Teachers . . . . . 3
PHY 2414	General Physics . . . . . 4	GEO 1113	World Geography . . . . 3
MUS 2513	Music for Children . . . . 3	SPT 1113	Oral Communication . . . 3
PSC 1113	Amer. Nat. Government . 3	EDU 2543	Education Psychology . . 3
EPY 2513	Child Psychology . . . . . 3	—	
EDU 1613	Foundations of Ed. . . . . 3	—	
—		—	
18 or 19		15	

Elementary majors should complete the 63 hours listed above, plus at least four additional hours in activities or in courses leading to a selected area of concentration.

## SECONDARY EDUCATION CURRICULUM FIVE

Mrs. Pouncey, Advisor; Mrs. Graham, Advisor; Mrs. McMullan, Advisor

#### FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition . . . 3	ENG 1123	English Composition . . . 3
PSY 1613	General Psychology . . . 3	HPR 1213	Per. & Com. Health . . . 3
BIO 1134	General Biology . . . . 4	BIO 1144	General Biology . . . . 4
HIS	History (World or American) . . . 3	ART 1113	Art Appreciation or Music Appreciation . . . 3
MAT 1723	College Algebra . . . . . 3	MUS 1113	History (World or American) . . . 3
Activity	. . . . . 1	HIS	Activity . . . . . 1
—		—	
17		17	

#### SOPHOMORE YEAR

First Semester		Second Semester	
ENG	Literature (English or American) . . . 3	ENG	Literature (English or American) . . . 3
PHY	Chemistry, Physics or Phys. Sci. Survey . . . 4 or 3	HIS	Social Studies . . . . . 3
EPY 1113	Oral Communication . . . 3	EPY 2523	Adolescent Psychology . . 3
Electives	. . . . . 6	EDU 1613	Foundation of Ed. . . . . 3
—		Electives . . . . . 6	
15 or 16		—	
17		18	

## PHYSICAL EDUCATION CURRICULUM SIX

Miss Wood, Advisor; Mr. Kilpatrick, Advisor; Mr. Jefcoat, Advisor

This Physical Education Curriculum is designed for students who plan a career as a teacher of physical education, athletic coach, or director of recreation programs. The student will need to meet requirements of General Education required of other teachers.



## FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . . 3	ENG	1123	English Composition . . . . 3
BIO	1134	General Biology . . . . . 4	MAT	1313	College Algebra . . . . . 3
HPR	1213	Per. & Com. Health . . . . 3	BIO	1144	General Biology . . . . . 4
HIS		History	HIS		History
		(World or American) . . . . 3			(World or American) . . . . 3
ART	1113	or MUS 1113 . . . . . 3	HPR	2213	First Aid . . . . . 1
HPR		Activity . . . . . 1	HPR		Activity . . . . . 1
—			—		
17			17 to 18		

## SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature	ENG		Literature
		(English or American) . . . 3			(English or American) . . . 3
ECO	2213	Economics	HPR	2323	Rec. Leadership . . . . . 3
		or	MAT		Math
SOC	2113	Intro. to Sociology . . . . 3			or
PHY	2213	Physical Science . . . . . 3	SCI		Science (Elective) . . . . 3
HPR	1313	Introduction to Health,	EPY	2523	Adolescent Psychology . . 3
		Physical Education and			Elective . . . . . 1
		Recreation . . . . . 3			
HPR		Activity . . . . . 1			
SPT	1113	Oral Communication . . . 3			
—			—		
16			16		

## RECOMMENDED ELECTIVES

HPR	2422	Football Theory	HPR	2432	Basketball Theory
EDU	2543	Educational Psychology			

INDUSTRIAL EDUCATION  
CURRICULUM SEVEN

Mr. Chester Clark, Advisor

The course of study in Industrial Education is for the purpose of preparing students to be teachers or coordinators in the field of Industrial Arts, Trade and Industrial Education, or diversified occupations. The first two years of training in any of the above mentioned professions are the same. Any person completing this course may transfer to a four-year school in the Industrial Education Department with little or no loss of credit.

Those who desire to go into the four-year Industrial Technology program will leave off two semesters of physical science, two semesters of literature, two semesters of American History, and Educational Psychology. In place these will take two semesters of General Physics, two semesters of General Inorganic Chemistry, Trigonometry, Analytic Geometry, and Business English.

## FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . . 3	ENG	1123	English Composition . . . . 3
GRA	1143	Graphic Com. . . . . 3	GRA	1153	Visualization and
					Graphic Design . . . . . 3
BIO	1134	General Biology . . . . . 4	BIO	1144	General Biology . . . . . 4
HIS		History (Elective) . . . . 3	HIS		History (Elective) . . . . 3
or MUS	1113	. . . . . 3	PSY	1513	General Psychology . . . . 3
		Activity . . . . . 1			Activity . . . . . 1
—			—		
17			17		

## SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature	ENG		Literature
		(English or American) . . . 3			(English or American) . . . 3
PHY	2213	Physical Science . . . . . 3	PHY	2223	Physical Science . . . . . 3
MAT	1313	College Algebra . . . . . 3	HPR	1213	Per. & Com. Health . . . . 3
AMG	1113	Amer. Nat. Government . 3	EPY	2523	Adolescent Psychology . . 3
SPT	1113	Oral Communication . . . 3			Elective . . . . . 6
		Elective . . . . . 3			
—			—		
18			18		

## STATE CERTIFICATION

It is recommended that electives be selected from the General Education requirements set up by the State Department of Education. Other electives may be selected from fields of special interest.

## PROFESSIONAL EDUCATION

Courses available at East Central Junior College to meet the Professional Education requirements are:

EPY	2513	Child Psychology
EPY	2523	Adolescent Psychology
EDU	1613	Foundations of Education
EDU	2543	Educational Psychology

## SPECIALIZED EDUCATION

Most courses at East Central Junior College can be applied to the requirements in the several major fields of high school teaching such as English, Science, Mathematics, Social Science, Physical Education, Agriculture, Music, and Industrial Education.



## Engineering

### PRE-ENGINEERING CURRICULUM EIGHT

Dr. Harris, Advisor; Mr. Smith, Advisor; Mrs. McMullan, Advisor

Students who are interested in any engineering field should register in the curriculum. The first two years of engineering are basically the same for all branches of engineering, and this curriculum is designed to meet these needs.

#### FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . . .3	ENG	1123	English Composition . . . . .3
GRA	1143	Graphic Com. . . . .3	GRA	1153	Visualization and
MAT	1313	College Algebra . . . . .3			Graphic Design . . . . .3
MAT	1323	Trigonometry . . . . .3	MAT	1613	Calculus I . . . . .3
CHE	1214	General Chemistry . . . . .4	MAT	1623	Calculus II . . . . .3
		Activity . . . . .1	CHE	1224	General Chemistry . . . . .4
		—			—
		17			17

#### SOPHOMORE YEAR

First Semester			Second Semester		
MAT	2613	Calculus III . . . . .3	PSC	1113	Amer. Nat. Government . . . . .3
MAT	2623	Calculus IV . . . . .3	MAT	2913	Differential Equations . . . . .3
PHY	2414	General Physics . . . . .4	PHY	2414	General Physics . . . . .4
HIS	2213	American History I . . . . .3			Humanities (Electives) . . . . .3
ECO	2113	Prin. of Economics . . . . .3			—
		Fine Arts (Elective) . . . . .3			—
		—			19
		19			19

#### RECOMMENDED COURSES

NFL	1113-1123	French	SOC	2113	Intro. to Sociology
HIS	1113	World History	CHE	2424-2324	Organic Chemistry
HIS	2223	American History			(for Chemical Engineer)
		Literature (any)	PSY	1513	Psychology

## Home Economics

### CURRICULUM NINE

Mrs. Pouncey, Advisor

This is a suggested curriculum outline for students interested in teaching home economics. Students who elect other fields of home economics should consult the advisor for this curriculum before selecting their courses of study.

#### FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . . .3	ENG	1123	English Composition . . . . .3
HEC	1313	Food Selection and	HEC	1313	Elementary Clothing . . . . .3
		Preparation . . . . .3	HPR	1213	Per. & Com. Health . . . . .3
PHY	1113	Oral Communication . . . . .3	BIO	1144	General Biology . . . . .4
		or			or
		1114 General Biology . . . . .4			2424 Zoology . . . . .4
		or			1123 World History . . . . .3
		1113 Botany . . . . .3			Activity . . . . .1
		1113 World History . . . . .3			—
		1111 Social Usage . . . . .1			—
		—			16 or 17
		16 or 17			17

#### SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature	ENG		Literature
		(English or American) . . . . .3			(English or American) . . . . .3
HEC	2213	Clothing Construction . . . . .3	HEC	2213	Meal Management . . . . .3
PHY	2213	Physical Science . . . . .3	PHY	2223	Physical Science . . . . .3
		Elective . . . . .3	HIS		Social Studies
MAT	1313	College Algebra . . . . .3			Electives . . . . .6
		Elective . . . . .1			Elective . . . . .1
		—			—
		16			16

#### RECOMMENDED ELECTIVES

ART	1113	Art Appreciation	PSC	1113	Amer. Nat. Government
PSY	1513	General Psychology	SOC	2113	Introduction to Sociology
HIS	2213-2223	American History			



## Liberal Arts

### CURRICULUM TEN

Dr. Ethridge, Social Science Advisor; Mr. Thrash, Social Science Advisor;  
 Mr. Steve Rives, Social Science Advisor;  
 Mr. Guraedy, Art Advisor; Dr. Harris, Mathematics Advisor;  
 Mrs. Lois McMullan, Mathematics Advisor;  
 Mr. Smith, Mathematics Advisor;  
 Mr. Vickers, English Advisor; Mrs. Alford, English Advisor;  
 Mr. Mayes, English Advisor;  
 Mr. Mason, Science Advisor; Dr. Fisher, Science Advisor;  
 Mr. Deaton, Science Advisor; Mrs. Heard, Science Advisor;  
 Mr. Peterson, Speech Advisor

Liberal Arts Curriculum will meet the pre-professional needs of many students who are planning some professional vocation. It may be selected by the pre-law students, by pre-ministerial students, or by those planning a career in journalism, or social work, and by others. In addition to the above, students who come to college to secure the general and liberalizing value of education, who are planning to continue a similar curriculum in a four-year college, or whose interests cannot be met by another curriculum usually select this curriculum. Electives should be chosen from a student's field of interest with the approval of the individual's advisor.

### FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . . .3	ENG	1123	English Composition . . . . .3
HIS		History (World or American) . . . . .3	HIS		History (World or American) . . . . .3
BIO	1134	General Biology . . . . .4	BIO	1144	General Biology . . . . .4
MAT	1313	College Algebra . . . . .3	SPT	1113	Oral Communication . . . . .3
PSY	1513	Psychology . . . . .3			Elective . . . . .3
		Activity . . . . .1			Activity . . . . .1
		—			—
		17			17

### SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature (English or American) . . . . .3	ENG		Literature (English or American) . . . . .3
PSC	1113	Amer. Nat. Government . . . . .3	SOC	2133	Sociology . . . . .3
		Electives . . . . .9			Electives . . . . .9
ART	1113	or MUS 1113 . . . . .3			—
		—			—
		18			16

### RECOMMENDED ELECTIVES

ENG 1113 semester hours of French  
 should be strongly considered  
 PSY 1513 General Psychology

HPR 1313 Per. & Com. Health  
 SOC 2113 Introduction to Sociology

## Medical Services

### PRE-DENTAL CURRICULUM ELEVEN

### PRE-MEDICAL CURRICULUM TWELVE

### PRE-OPTOMETRY CURRICULUM THIRTEEN

Mr. Mason, Advisor; Mrs. Heard, Advisor;  
 Dr. Fisher, Science Advisor

Students who are preparing for one of the professions in the medical field should register in the appropriate curriculum. East Central graduates have graduated from first grade medical, dental, optometry, pharmacy, and nursing schools, and several are now enrolled in such schools.

### FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . . .3	ENG	1123	English Composition . . . . .3
MAT	1313	College Algebra . . . . .3	MAT	1323	Trigonometry . . . . .3
CHE	1214	General Chemistry . . . . .4	CHE	1224	General Chemistry . . . . .4
BIO	2414	Zoology . . . . .4	BIO	2424	Zoology . . . . .4
		Elective . . . . .3			Elective . . . . .3
		—			—
		17			17

### SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature or Language . . . . .3	ENG		Literature or Language . . . . .3
CHE	2424	Organic Chemistry . . . . .4	CHE	2434	Organic Chemistry . . . . .4
HIS	1113	World History . . . . .4	HIS	1123	World History . . . . .3
PHY	2414	General Physics . . . . .4	PHY	2424	General Physics . . . . .4
		Elective . . . . .3			Elective . . . . .3
		—			—
		17			17



### PRE-PHARMACY CURRICULUM FOURTEEN

Mr. Mason, Advisor

#### FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . . .3	ENG	1123	English Composition . . . . .3
MAT	1313	College Algebra . . . . .3	MAT	1323	Trigonometry . . . . .3
CHE	1214	General Chemistry . . . . .4	BIO	2424	Zoology . . . . .4
BIO	2414	Zoology . . . . .4	CHE	1224	General Chemistry . . . . .4
HIS	1113	World History . . . . .3	HIS	1123	World History . . . . .3
—			—		
17			17		

#### SOPHOMORE YEAR

First Semester			Second Semester		
ECO	2113	Economics . . . . .3	ECO	2123	Economics (Elective) . . . . .3
CHE	2424	Organic Chemistry . . . . .4	CHE	2434	Organic Chemistry . . . . .4
PHY	2414	General Physics . . . . .4	BIO	2924	Microbiology . . . . .4
		Electives . . . . .6	PHY	2424	General Physics . . . . .4
—			—		
17			17		

#### RECOMMENDED ELECTIVES

PSC	1113	Amer. Nat. Government	HIS	2213, 2223	American History
HPR	2531	Individual & Dual Sports	SOC	2113	Introduction to Sociology
ACC	1213	Principles of Accounting	MAT	1613, 1623	Calculus
ENG	2323, 2333	Literature			

75 semester hours may be transferred to the University of Mississippi School of Pharmacy.

### PRE-NURSING CURRICULUM FIFTEEN

Mr. Mason, Advisor, Mrs. Heard, Advisor

The program below is designed to meet the requirements in pre-nursing and to prepare the student to enter the B.S. degree program at a university as a junior nursing student.

#### FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . . .3	ENG	1123	English Composition . . . . .3
CHE	1214	General Chemistry . . . . .4	CHE	1224	General Chemistry . . . . .4
BIO	2414	Zoology . . . . .4	BIO	2424	Zoology . . . . .4
MAT	1313	College Algebra . . . . .3	SOC	2113	Introduction to Sociology . . . . .3
PSY	1513	General Psychology . . . . .3			Activity . . . . .1
		Activity . . . . .1	SOC	2143	Marriage and Family . . . . .3
—			—		
18			18		

### SOPHOMORE YEAR

First Semester			Second Semester		
		Literature	ENG		Literature
		(English or American) . . . . .3			(English or American) . . . . .3
		American History . . . . .3	HIS	2223	American History . . . . .3
		Anatomy & Physiology . . . . .4	BIO	2524	Anatomy & Physiology . . . . .4
		Child Psychology . . . . .3	EPY	2523	Adolescent Psychology . . . . .3
		Elective . . . . .6			Elective . . . . .3
—			BIO	2924	Microbiology . . . . .4
19			17		

Electives should be selected with the approval of the curriculum advisor to meet the university nursing school requirement.

### Music

Mr. Hinson, Advisor; Mrs. Thornton, Advisor; Mr. Carson, Advisor

The work of the music department is organized (1) to give sound foundation work in music theory, (2) to develop understanding and appreciation of the literature and history of music, and (3) to develop techniques with the voice and music instruments.

The following suggested programs of study lead to the Bachelor's Degree with vocal, instrumental, or piano emphasis.

### MUSIC WITH VOCAL EMPHASIS CURRICULUM SIXTEEN

Mr. Hinson, Advisor

#### FRESHMAN YEAR

First Semester			Second Semester		
		English Composition . . . . .3	ENG	1123	English Composition . . . . .3
		Music Theory . . . . .4	MUS	1224	Music Theory II . . . . .4
		World History . . . . .3	HIS	1123	World History . . . . .3
		College Algebra . . . . .3	MUS	1123	Music Survey . . . . .3
		Class Piano I . . . . .1	MUA	1521	Class Piano II . . . . .1
		or			or
		Major Piano I . . . . .2	MUA	1582	Major Piano II . . . . .2
		Major Voice I . . . . .2	MUA	1782	Major Voice II . . . . .2
		Choir I . . . . .1	MUO	1221	Choir II . . . . .1
—			—		
17 or 18			17 or 18		



## SOPHOMORE YEAR

First Semester			Second Semester		
ENG	2223	Literature (American) ...3	ENG	2233	Literature (American) ...3
		or			or
ENG	2323	Literature (English) ...3	ENG	2333	Literature (English) ...3
MUS	2214	Music Theory III ...4	MUS	2224	Music Theory IV ...4
BIO	1134	General Biology ...4	BIO	1144	General Biology ...4
		or			or
PHY	2414	General Physics ...4	PHY	2424	General Physics ...4
MUA	2511	Class Piano III ...1	MUA	2521	Class Piano IV ...1
		or			or
MUA	2572	Major Piano III ...2	MUA	2582	Major Piano IV ...2
MUA	2762	Major Voice III ...2	MUA	2782	Major Voice IV ...2
		Elective ...3			Elective ...3
MUO	2211	Choir III ...1	MUO	2221	Choir IV ...1
		—			—
		18			18

MUSIC WITH INSTRUMENTAL EMPHASIS  
CURRICULUM SEVENTEEN

Mr. Carson, Advisor

## FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition ...3	ENG	1123	English Composition ...3
MUS	1214	Music Theory I ...4	MUS	1224	Music Theory II ...4
HIS	1113	World History ...3	HIS	1123	World History ...3
MAT	1313	College Algebra ...3	MUS	1123	Music Survey ...3
MUA	1511	Class Piano I ...1	MUA	1521	Class Piano ...1
MUA	1711	Class Voice I ...1	MUA	1721	Class Voice ...1
* MUA	1172	Brass I ...2	* MUA	1182	Brass II ...2
* MUA	1472	Percussion I ...2	* MUA	1482	Percussion II ...2
* MUA	1872	Woodwinds I ...2	* MUA	1882	Woodwinds II ...2
MUO	1111	Band I ...1	MUO	1121	Band II ...1
		—			—
		17 or 18			17 or 18

\* Choose Major Instrument

## SOPHOMORE YEAR

First Semester			Second Semester		
ENG	2223	Literature (American) ...3	ENG	2233	Literature (American) ...3
		or			or
ENG	2323	Literature (English) ...3	ENG	2333	Literature (English) ...3
MUS	2214	Music Theory III ...4	MUS	2224	Music Theory IV ...4
BIO	1134	General Biology ...4	BIO	1144	General Biology ...4
		or			or
PHY	2414	General Physics ...4	PHY	2424	General Physics ...4
MUA	2511	Class Piano III ...1	MUA	2521	Class Piano IV ...1
		or			or
MUA	2572	Major Piano III ...2	MUA	2582	Major Piano IV ...2
MUA	2762	Major Voice III ...2	MUA	2782	Major Voice IV ...2
		Elective ...3			Elective ...3
		—			—
		18			15

\* Choose Major Instrument

MUSIC WITH PIANO EMPHASIS  
CURRICULUM EIGHTEEN

Mrs. Thornton, Advisor

## FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition ...3	ENG	1123	English Composition ...3
MUS	1214	Music Theory I ...4	MUS	1224	Music Theory II ...4
HIS	1113	World History ...3	HIS	1123	World History ...3
MAT	1313	College Algebra ...3	MUS	1123	Music Survey ...3
MUA	1572	Major Piano I ...2	MUA	1582	Major Piano II ...2
MUA	1762	Major Voice I ...2	MUA	1782	Major Piano II ...2
MUO	1211	Choir I ...1	MUO	1221	Choir II ...1
		—			—
		18			18



## SOPHOMORE YEAR

First Semester			Second Semester		
ENG	2223	Literature (American) ...3	ENG	2233	Literature (American) or
ENG	2323	Literature (English) .....3	ENG	2333	Literature (English)
MUS	2214	Music Theory III .....4	MUS	2224	Music Theory
BIO	1134	General Biology .....4	BIO	1144	General Biology or
PHY	2414	General Physics .....4	PHY	2424	General Physics
MUA	2572	Major Piano III .....2	MUA	2582	Major Piano IV
MUA	2762	Major Voice III .....2	MUA	2782	Major Voice IV
MUO	2211	Choir III .....1	MUO	1221	Choir IV
		Elective .....3			
		19			

## Computer Science

## CURRICULUM NINETEEN

Mr. Byxbe, Advisor

## SUGGESTED CURRICULUM

## FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition .....3	ENG	1123	English Composition
MAT	1313	College Algebra .....3	MAT	1613	Calculus I
MAT	1323	Trigonometry .....3	MAT	1623	Calculus II
* SCI		Laboratory Science .....4	* SCI		Laboratory Science
CSC	1113	Intro. to Computer Con...3	CSC	1533	Programming I
		16			16

## SOPHOMORE YEAR

First Semester			Second Semester		
		* Humanities .....6			* Humanities .....6
* PHY	2414	General Physics .....4	* PHY	2424	General Physics
CSC	2543	Programming II .....3	CSC	2613	File Systems
		* Elective .....6			* Elective (Fine Arts) .....3
		19			16

\* Selected with approval of Advisor.

COLLEGE LEVEL  
TECHNICAL PROGRAMS

The East Central Junior College non-transfer programs are designed for the student who wishes to extend his or her education by completing one of the two year programs of the Intensive Business Program. An Associate in applied science degree will be awarded those students who satisfactorily complete the two year programs recommended by the Advisory Committee for a given curriculum. Certificates will be awarded those students who satisfactorily complete the Intensive Business Program.

The United States Department of Labor in a report on technicians who work with engineers and physical scientists use the term "technician" to describe a large and loosely defined group of occupations at many levels of skill and with wide variety of training requirements. In general, technician jobs fall between those of the skilled drafters and the professional engineer or scientist. The work is technical in nature, but narrower in scope than that of the engineer or scientist, and has a practical rather than a theoretical orientation. Frequently technician jobs require use of complex electronic and mechanical instruments, experimental laboratory apparatus, drafting instruments, tools, and machinery. Almost all technicians must be able to use engineering handbooks and computing devices, such as the slide rule and calculating machines.

Technicians are utilized in virtually every activity where know-how is required. Their largest and best known areas of employment are research, development, and design work.

DRAFTING  
CURRICULUM FORTY-TWO

Mr. Clark, Advisor; Mr. Harrison, Advisor

Students who are interested in a two year college program of drafting and design should register in this curriculum.

## FRESHMAN YEAR

First Semester			Second Semester		
TDD	1113	Fund. of Drafting .....3	TDD	1213	Descriptive Geometry ...3
TMD	1113	Technical Math I .....1	TDD	1123	Machine Drafting .....3
		or	TMD	1213	Technical Math II .....3
MAT	1313	College Algebra .....3			or
ECO	2113	Principles of Economics ...3	MAT	1323	Trigonometry .....3
UNC	1113	Introd. To Computers ...3	TPD	1213	Technical Physics I .....3
ENG	1113	English Composition .....3			or
		Activity .....1	PHY	2313	General Physics I .....3
			ENG	1123	English Composition ...3
					Activity .....1
					16







## Business Technology

The overall objective of the Business Technology Programs is to provide business training in theory and practical applications necessary for employment in business, industry, government agencies, and professional areas. The curriculum consists primarily of training to provide employable skills using up-to-date procedures, processes, and equipment.

The Associate in Applied Science degree is awarded for successful completion of any one of the following Business Technology programs: Administrative Secretary, Administrative Assistant, and Word Processing.

The following courses are required of all Business Technology majors.

	Semester Hours
Typewriting/Elementary or Intermediate	3
Accounting	3
Business English	3
Business Communications	3
Introduction to Information Processing	3
English Composition	6
Records Management	3
Psychology	3
Oral Communications	3
Introduction to Business	3
Business Calculations	3
	—
<b>Total</b>	<b>36</b>

## ADMINISTRATIVE SECRETARY

The administrative secretary option provides training for employment as a secretary in organizations of every description. Duties range from taking dictation, typewriting, filing, routing mail, and answering the telephone to more complex work such as writing letters, conducting research, and preparing statistical reports.

The administrative secretary option consists of the core curriculum and the following courses.

	Semester Hours
Intermediate or Advanced Typewriting	3
Shorthand I, II, and III	9
Office Procedures	3
Machine Transcription	3
Word Processing I	3
Business or Activity (Max 4 hrs. Activities)	3
Elective	7
	—
<b>Total</b>	<b>28</b>

## ADMINISTRATIVE ASSISTANT

Completion of the administrative assistant options gives an understanding of general business activities required of all office employees for occupational competence. Students gain mastery of the skills and a thorough knowledge of the subject matter essential for initial employment.

Typical jobs are typist, receptionist, machine transcriptionist, word processor, and record keeper.

The administrative aide option consists of the core curriculum and the following courses.

	Semester Hours
Intermediate or Advanced Typewriting	3
Office Procedures	3
Machine Transcription	3
Word Processing I and II	6
Accounting II	3
Business Law	3
Electives not to include more than four Activities	7
	—
<b>Total</b>	<b>28</b>

## WORD PROCESSING

This is the era of high technology—the age of information processing. To maintain a competitive edge in this fast-paced world, dynamic organizations sense a critical need to do more work in less time, thus, generating reduced cost. As a result, high levels of productivity are required. To attain such a far-reaching goal, managers rely on benefits of progressively more powerful technologies, which include new concepts and new equipment as well as more highly qualified personnel.

Upon successful completion of this program, the student should be prepared for positions as word processors, supervisors of word processors, and managers of word processing operations.

The word processing option consists of the core curriculum and the following courses.

	Semester Hours
Data Base Management	3
Word Processing I	3
Word Processing II	3
Office Procedures	3
Machine Transcription	3
Intermediate Typewriting or Advanced Typewriting	3
Electives - Business and Activities with not more than 4 hrs. in Activities	10
	—
<b>Total</b>	<b>28</b>



### CERTIFICATE PROGRAMS

Certificates may be awarded in the three programs in Business Technology. To earn a Certificate a student must complete satisfactory semester hours of TSC courses with a concentration of 12 to 18 semester hours appropriate to that program. A Certificate in Word Processing will require 12 hours of TSC courses including 12 in Micro-Computer based courses, all with 2.0 (C) quality point average. The Administrative Secretary Certificate requires 30 hours of TSC courses with a minimum of 12 hours in Typewriting and Shorthand. The Administrative Assistant Certificate requires 30 semester hours of TSC courses with a minimum of two courses in each of three areas, Typewriting, Micro Processing, and Accounting, for 18 hours.

### SUGGESTED OUTLINE OF COURSES FOR BUSINESS TECHNOLOGY

#### ADMINISTRATIVE SECRETARY CURRICULUM FORTY-FIVE

Mrs. Everett, Advisor; Mrs. Pitts, Advisor

#### FRESHMAN YEAR

First Semester		Second Semester	
TSC 1113	or 1123 Typewriting . . . . 3	TSC 1123	or 2113 Typewriting . . . . 3
TSC 1213	or 1223 Shorthand . . . . . 3	TSC 1223	or 2113 Shorthand . . . . . 3
TSC 2523	Business Calculations	TSC 2523	Business Calculations
	or		or
TSC 1813	Intro. to Information Processing . . . . . 3	TSC 1813	Intro. to Information Processing . . . . . 3
TSC 1313	Records Management . . . . . 3	ACC 1213	Accounting I . . . . . 3
ENG 1113	English Composition I . . . 3	ENG 1123	English Composition II . . . 3
	Band, Choir, ROTC, P.E., Varsity Sports,		Band, Choir, ROTC, P.E., Varsity Sports,
	Social Usage . . . . . 1		Social Usage . . . . . 1
	—		—
	16		16

#### SOPHOMORE YEAR

First Semester		Second Semester	
TSC 2813	Word Processing I . . . . . 3	TSC 2533	Machine Transcription . . . 3
TSC 1613	Business English . . . . . 3	TSC 2613	Business Communications . . 3
TSC 1013	Introduction to Business . 3	TSC 2913	Office Procedures . . . . . 3
SPT 1113	Oral Communication . . . . 3	PSY 1513	General Psychology . . . . . 3
	Business Elective . . . . . 3	TSC 2213	Shorthand or Elective . . . 3
	Band, Choir, ROTC, P.E., Varsity Sports,		Band, Choir, ROTC, P.E., Varsity Sports,
	Social Usage . . . . . 1		Social Usage . . . . . 1
	—		—
	16		16

### ADMINISTRATIVE ASSISTANT CURRICULUM FORTY-SIX

Mrs. Everett, Advisor; Mrs. Pitts, Advisor

#### FRESHMAN YEAR

First Semester		Second Semester	
TSC 1113	or 1123 Typewriting . . . . 3	TSC 1123	or 2113 Typewriting . . . . 3
TSC 2523	Business Calculations	TSC 2523	Business Calculations
	or		or
TSC 1813	Intro. to Information Processing . . . . . 3	TSC 1813	Intro. to Information Processing . . . . . 3
TSC 1013	Introduction to Business . 3	ENG 1123	English Composition II . . . 3
TSC 1113	English Composition I . . . 3	SPT 1113	Oral Communication . . . . 3
TSC 1513	General Psychology . . . . 3		Business Elective . . . . . 3
	Band, Choir, ROTC, P.E., Varsity Sports,		Band, Choir, ROTC, P.E., Varsity Sports,
	Social Usage . . . . . 1		Social Usage . . . . . 1
	—		—
	16		16

#### SOPHOMORE YEAR

First Semester		Second Semester	
TSC 1813	Records Management . . . . 3	TSC 2613	Business Communications 3
TSC 2813	Word Processing I . . . . . 3	TSC 2533	Machine Transcription . . . 3
ACC 1213	Accounting I . . . . . 3	TSC 2823	Word Processing II . . . . . 3
TSC 1613	Business English . . . . . 3	ACC 1223	Accounting II . . . . . 3
TSC 2413	Business Law . . . . . 3	TSC 2913	Office Procedures . . . . . 3
	Band, Choir, ROTC, P.E., Varsity Sports,		Band, Choir, ROTC, P.E., Varsity Sports,
	Social Usage . . . . . 1		Social Usage . . . . . 1
	—		—
	16		16



# WORD PROCESSING CURRICULUM FORTY-SEVEN

Mrs. Everett, Advisor; Mrs. Pitts, Advisor

## FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition I . . . 3	ENG	1123	English Composition II
PSY	1513	General Psychology . . . . 3	TSC	2523	Business Calculations
TSC	1113	Typewriting	TSC	1123	Typewriting
		or			or
TSC	1123	Typewriting . . . . . 3	TSC	2113	Typewriting . . . . . 3
TSC	1813	Intro. to Infor. Processing 3	TSC	2813	Word Processing I . . . . 3
TSC	1013	Introduction to Business . 3	TSC	1613	Business English
		Band, Choir, ROTC, P.E.,			Band, Choir, ROTC, P.E.
		Varsity Sports,			Varsity Sports,
		Social Usage . . . . . 1			Social Usage . . . . . 1
		—			—
		16			16

## SOPHOMORE YEAR

First Semester			Second Semester		
ACC	1213	Accounting I . . . . . 3	TSC	1313	Records Management . . . 3
TSC	2823	Word Processing II . . . . 3	CSC	2833	Database Management . . 3
TSC	2613	Business Communications 3	TSC	2913	Office Procedures . . . . 3
SPT	1113	Oral Communication . . . 3	TSC	2533	Machine Transcription . . 3
		Business Elective . . . . 3			Elective . . . . . 3
		Band, Choir, ROTC, P.E.,			Band, Choir, ROTC, P.E.
		Varsity Sports,			Varsity Sports,
		Social Usage . . . . . 1			Social Usage . . . . . 1
		—			—
		16			16

## BUSINESS CERTIFICATES

Mrs. Everett, Advisor  
Mrs. Pitts, Advisor

Administrative Secretary  
Curriculum Forty-Eight

Administrative Assistant  
Curriculum Forty-Nine

Word Processing  
Curriculum Fifty

# VOCATIONAL PROGRAMS

The following East Central Junior College Vocational Programs are designed to prepare the student to learn to trade. A certificate is issued upon satisfactory completion of one of the programs. Many job opportunities are available to those who complete one of the programs. These programs are scheduled to meet six hours a day, five days a week, unless otherwise specified in the course description. Classroom activities in each vocation and related laboratory experiences are given each student. A vocational training lab is provided to give additional training to students in each trade. See page 75 for Cosmetology daily schedule, which includes seven hours a day, five days a week.

## AUTOMOTIVE MECHANICS CURRICULUM SIXTY

Mr. Cater, Advisor

The automotive mechanics program is designed to provide each individual student an indepth educational exposure in the automotive repair field; both through practical experience on live automobiles.

Fall Semester		Spring Semester	
VAM	1115 Engines I . . . . . 5	VAM	1126 Power Train . . . . . 6
VAM	1215 Engines II . . . . . 5	VAM	1226 Electrical, Auto
VAM	1315 Welding . . . . . 3		Chassis, Alternators
VAM	1414 Brakes . . . . . 4		and Starters . . . . . 6
	—	VAM	1325 Tune-Ups . . . . . 5
	17		—
			17

Summer Semester	
VAM	1136 Suspension &
	Steering . . . . . 6
VAM	1234 Air-Conditioning
	and Heating . . . . . 4
	—
	10

1440 Clock Hours . . . . . 44 Semester Hours  
30 Clock Hours = One Semester Hour

Each semester all students will be enrolled in the same courses.



### AUTO BODY & FENDER REPAIR CURRICULUM SIXTY-ONE

Mr. Shoemaker, Advisor

This course is designed to equip the student with a working knowledge necessary to secure employment dealing with the repair of automobile bodies. The student is provided with exposure to on-the-job situations through theoretical and practical work and straightening fenders and bodies, painting, replacing glass, welding, and the use of tools.

Fall Semester		Spring Semester	
VBFB	1113 Welding .....3	VBFB	1126 Frame Straightening
VBFB	1217 Auto Metals & Materials .7	VBFB	1228 Refinishing Process
VBFB	1317 Panels & Fender Straightening & Painting .....7	VBFB	1323 Hardware & Trim
	—		
	17		

Summer Semester	
VBFB	1133 Glass Replacement & Refinishing .....3
VBFB	1237 Advanced Panel and Fender Straightening ....7
	—
	10

1320 Clock Hours .....44 Semester Hours  
30 Clock Hours = 1 Semester Hour

Each semester all students will be enrolled in the same courses.

### CARPENTRY & CABINET MAKING CURRICULUM SIXTY-TWO

Mr. Blackburn, Advisor

This program is designed to prepare the student for the entry level of Carpentry and Cabinet Making trades. By providing training in the basic skills and technical knowledge, both rough and finish carpentry and cabinet making. This training includes proper tools, equipment and material uses that are comparable to those that are used in the industry. This course of study will be centered around the performance of useful and/or productive jobs.

First Semester		Second Semester	
VCC	1114 Plans, Specifications and Foundations .....4	VCC	1128 Cabinet Construction .....8
VCC	1215 Floor, Wall, Ceiling, Roof Framing & Roofing .5	VCC	1225 Hardware, Trim & Laminates .....6
VCC	1318 Insulation, Exterior and Interior Finishing and Coordinating .....8	VCC	1324 Cabinet Finishing .....4
	—		
	17		

### Third Semester

VCC	2134 Blueprint Reading, Specs, Codes & Foundation .....4
VCC	2235 Techniques in Framing and Roofing .....5
VCC	2338 Exterior & Interior Finishing, Insulating and Coordinating .....8
	—
	17

### Fourth Semester

VCC	2148 Cabinet Construction Techniques .....8
VCC	2245 Laminate Application, Trim and Hardware .....5
VCC	2344 Cabinet Finishing .....4
	—
	17

1320 Clock Hours .....68 Semester Hours  
30 Clock Hours = One Semester Hour

Each semester all students will be enrolled in the same courses.

### COSMETOLOGY CURRICULUM SIXTY-THREE

Mrs. Keen, Advisor

This course is designed for those who want to become cosmetologists. The course has been approved by the State Board of Education and the Mississippi Board of Cosmetology. It has the approval and support of beauty salon owners and operators throughout this area of the State.

A student enrolling must be at least 18 years of age or must have completed high school. If a student is over 18 years of age and has completed the 10th grade of high school or 10th grade equivalence of the GED, they may enroll.

During the training period, students must maintain an overall average grade of 85 to be eligible for State Board Examination in order to attain a license.

Fifteen hundred clock hours of training are required to complete the course. These 1500 hours are completed in the 12-month course.

Fall Semester		Spring Semester	
VCO	1113 Cosmetology Theory ....3	VCO	1123 Cosmetology Theory ....3
VCO	1218 Cosmetology Practical I...8	VCO	1228 Cosmetology Practical III 8
VCO	1318 Cosmetology Practical II .8	VCO	1328 Cosmetology Practical IV 8
	—		—
	19		19
Summer Semester			
VCO	1133 Cosmetology Theory ....3		
VCO	1236 Cosmetology Practical V .6		
VCO	1336 Cosmetology Practical VI 6		
	—		
	15		

1800 Clock Hours = 53 Semester Hours .....30 Clock Hours = 1 Sem. Hr.

Each semester all students will be enrolled in the same courses.



### ELECTRICITY CURRICULUM SIXTY-FOUR

Mr. Vaughn, Advisor

This program is designed to provide training for placement of students at the entry level of electricity in the areas of: residential wiring, commercial wiring and motors, motor controls, working with power companies or industrial electrical maintenance. Theory and practical application are used to the fullest.

Fall Semester		Spring Semester	
VEL 1115	Electrical Principles .....5	VEL 1124	Introduction of Electronics .....
VEL 1214	Electrical Wiring of Residences .....4	VEL 1224	Electrical Circuits .....
VEL 1314	Industrial Wiring .....4	VEL 1324	Electronic Controls & Devices .....
VEL 1412	Electrical Print Reading .....2	VEL 1423	Electronics Controls .....
VEL 1511	Applied Math .....1	VEL 1521	Applied Math .....1
VEL 1611	Shop Safety .....1	VEL 1621	Shop Safety .....
—		—	
17		17	
Summer Semester			
VEL 1133	Industrial Motor Controls .....3		
VEL 1233	Electric Motors (A/C) ...3		
VEL 1333	Electric Motors (D/C) ...3		
VEL 1431	Shop Safety .....1		
—			
10			

1,320 Clock Hours ..... 44 Semester Hours  
30 Clock Hours = 1 Semester Hour

Each semester all students will be enrolled in the same courses.

### MACHINE SHOP CURRICULUM SIXTY-FIVE

Mr. Clark, Advisor

This program is designed to prepare the student for machinist trades to enter the field of entry level. The student will be able to work with blueprints, shop mathematics and machines to include lathes, shapers, milling machines, grinders, drills, use of precision instruments, methods of machining and heat treating.

#### First Semester

VEL 1111	Orientation & Safety ....1
VEL 1213	Basic Blueprint Reading .3
VEL 1313	Bench Work & Layout ...3
VEL 1413	Engine Lathe .....8
VEL 1513	Precision Measurement .2
—	
17	

#### Second Semester

VMS 1123	Metal Sawing Process ...3
VMS 1223	Blueprint Reading .....3
VMS 1328	Vertical Milling and Jig Borer .....8
VMS 1423	Drilling Machines .....3
—	
17	

#### Third Semester

VEL 1108	Horizontal Milling .....8
VEL 1208	Metallurgy & Physics of Metal Cutting .....5
VEL 1304	Special Processes .....4
—	
17	

#### Fourth Semester

VMS 2142	Cutting Tools & Cutting Fluids .....2
VMS 2248	Grinding Machines .....8
VMS 2344	Brazing & Welding .....4
VMS 2443	Shaper .....3
—	
17	

1,320 Clock Hours ..... 68 Semester Hours  
30 Clock Hours = One Semester Hour

Each semester all students will be enrolled in the same courses.

### MASONRY CURRICULUM SIXTY-SIX

Mr. McElhenney, Advisor

This program is designed to prepare an individual for gaining employment in the masonry trades. It provides the individual with the opportunity to acquire knowledge and develop skills in the limit of individual capabilities. This course includes theory and practical work on varied live projects.

#### Fall Semester

VMA 1113	History of Masonry, Tools Equipment & Masonry Materials .....3
VMA 1217	Bonds, Patterns & Texture & Wall Types .....7
VMA 1317	Masonry Construction & Cleaning .....7
—	
17	

#### Spring Semester

VMA 1123	Methods of Estimating ...3
VMA 1227	Reinforced Masonry .....7
VMA 1327	Chimney & Fireplaces ...7

1,080 Clock Hours ..... 34 Semester Hours  
30 Clock Hours = 1 Semester Hour

Each semester all students will be enrolled in the same courses.



### REFRIGERATION & AIR-CONDITIONING CURRICULUM SIXTY-EIGHT

Mr. Whitehead, Advisor

This Refrigeration & Air-Conditioning and Heating course is designed to prepare students to enter the field of work at or above the entry level. The person will be able to install, service, troubleshoot and repair equipment in the field. Safety will be emphasized as well as trade terminology and employer-employee relations.

First Semester		Second Semester	
VAR 1114	Soldering, Brazing, Welding, Pipe & Flaring Tubing ..... 4	VAR 1124	Basic Compression System & Servicing ..... 4
VAR 1214	Basic Compression Refrigeration ..... 4	VAR 1224	Compressor Construction ..... 4
VAR 1314	Wiring Diagrams ..... 4	VAR 1324	Thermostats ..... 4
VAR 1415	Domestic Refrigeration Fundamentals ..... 5	VAR 1425	Electric Motors and Controls ..... 4
	—		—
	17		17

Third Semester		Fourth Semester	
VAR 2134	Refrigerants & Controls .. 4	VAR 2144	Load Calculations ..... 4
VAR 2235	Commercial Systems .... 5	VAR 2244	Air Distribution ..... 4
VAR 2334	Introduction To Heat ... 4	VAR 2344	Heat Pump ..... 4
VAR 2434	Gas & Electric Heat ..... 4	VAR 2445	Troubleshooting, Repairing & Customer Relations ..... 4
	—		—
	17		17

2,040 Clock Hours ..... 64 Semester Hours  
30 Clock Hours = 1 Semester Hour

Each semester all students will be enrolled in the same courses.

### WELDING CURRICULUM SIXTY-NINE

Mr. Clay, Advisor

This program is designed to prepare an individual to enter welding at the entry level. The student will learn basic and advance gas welding, arc welding, tungsten welding, metal cutting, safety, using the latest technique and equipment; the student completing this program can expect to find employment in the ship building, automobile industry, railway cars, aircraft manufacture, bridges, power plants, etc.

Fall Semester		Spring Semester	
1111	Basic Arc Welding ..... 11	VWE 1126	Inert Gas - Tig ..... 6
1114	Basic Gas Welding ..... 3	VWE 1226	Short Arc Welding ..... 6
1115	Acetylene Cutting ..... 3	VWE 1325	Advanced Arc Welding .. 5
	—		—
	17		17

30 Clock Hours ..... 34 Semester Hours  
30 Clock Hours = 1 Semester Hour

Each semester all students will be enrolled in the same courses.



## CHAPTER 6

# DESCRIPTION OF COURSES UNIVERSITY PARALLEL

Beginning with the 1971-72 academic year East Central Junior College converted to the common course number system adopted by the Mississippi Association of Junior Colleges. The new numbers for University Parallel Courses carry four digits. The first digit indicates the year that the course is normally taught. Generally courses required or recommended for freshmen begin with a 1 and courses at the sophomore level begin with a 2. The last digit indicates semester hours credit carried by the course. The second and third digits are used to separate courses within departments. The course descriptions are those adopted in the uniform numbering system and are intended to be equivalent to those courses at the same level at four-year institutions.

## Accounting

- ACC 1213 — PRINCIPLES OF ACCOUNTING — A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. Three lectures and one hour laboratory. Three semester hours credit.
- ACC 1223 — PRINCIPLES OF ACCOUNTING — A continuation of Accounting 1213. Prerequisite: Accounting 1213. Three lectures and one hour laboratory. Three semester hours credit.

## Agriculture

- AGR 1214 — ANIMAL SCIENCE — Fundamental principles and practical application of livestock, dairy, and poultry science. Three lectures and two hours laboratory. Four semester hours credit.
- AGR 1313 — PLANT SCIENCE — Scientific principles as the basis for practice in producing, handling, processing, marketing, and utilizing agronomic and horticultural crops. Two lectures and two hours laboratory. Three semester hours credit.
- AGR 2314 — BASIC SOILS — A general course in soils designed to give the student a basic understanding of all important phases of the subject including soil genesis, morphology, classification, and the physical, chemical and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils is also included. Three lectures and two hours laboratory. Four semester hours credit.
- AGR 2173 — PRINCIPLES OF AGRICULTURAL ECONOMICS — Economic principles applied to production, value, prices, credit, taxation, land tenure, marketing, international trade, and related problems affecting agriculture. Three lectures. Three semester hours credit.

## Art

- ART 1110 — ART APPRECIATION — A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphics, minor art, and industrial arts) on a conceptual basis. Three lectures. Three semester hours credit.
- ART 1240 — INVENTIVE CRAFTS — A survey of art-craft ideas and production methods. Emphasis on creative invention. The following crafts are included: batik, staining glass, rug punching and hooking, macrame, and mosaics. Three lectures. Three semester hours credit.
- ART 1313 — DRAWING I — Study of basic principles of construction of visual forms. Emphasis on line, perspective, and shading. Use of black and white media, pencil, charcoal. Required of art majors. Six hours laboratory. Three semester hours credit.
- ART 1323 — DRAWING II — (Prerequisite: ART 1213) Introduction to color dynamics and precision drawing as used in creative expression. Emphasis on composition. Required of art majors. Six hours laboratory. Three semester hours credit.
- ART 1413 — DESIGN I — Emphasis on principles and materials in visual design. Introduction to theory and terms. Use of color theory and elementary lettering. Required of art majors. Six hours laboratory. Three semester hours credit.
- ART 1423 — DESIGN II — (Prerequisite: ART 1313 or special permission of the instructor). Continuation of basic principles of design, color, and texture. Creative approach to three dimensional design. Study of methods of water color, tempera and fluid media. Required of art majors. Six hours laboratory. Three semester hours credit.
- ART 1913 — ART FOR ELEMENTARY TEACHERS — Designed for the needs of the elementary education student. Includes essentials of public school art, study of development of the children's art, experiences with major forms of two-dimensional art problems, and experiences with a variety of media. Two lectures and two hours laboratory per week. Three semester hours credit.
- ART 2513 — PAINTING I — (Prerequisite: ART 1313, 1323, 1413 & 1423) Techniques used in painting water colors, oils, pastels, or other media, in still life and landscape pictures. Six hours laboratory. Three semester hours credit.
- ART 2613 — CERAMICS I — A studio course designed to cover the making of pottery from the building by hand or throwing on the potter's wheel to the application of ceramic glazes and the firing procedures. An appreciation of the ceramics of the past and present will be included. Six hours laboratory. Three semester hours credit.
- ART 2633 — SCULPTURE I — Problems in ceramic sculpture. Study of glaze mixing and application. Six hours laboratory. Three semester hours credit.



## Biology

- BIO 1134 — GENERAL BIOLOGY — A laboratory course in general biological principles including a survey of the kinds of plants and animals, their structure and function and their relationships with each other and the environment. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 1144 — GENERAL BIOLOGY — A continuation of BIO 1134. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 1313 — BOTANY — A laboratory course dealing with the application of biological principles to the study of plants including a survey of the kinds, their structure and function. Two lectures and two hours laboratory. Three semester hours credit.
- BIO 1323 — BOTANY — A continuation of BIO 1313. Two lectures and two hours laboratory. Four semester hours credit.
- BIO 2414 — ZOOLOGY — A laboratory course dealing with the application of biological principles to the study of animals including a survey of the kinds, their structure and function. Emphasis is on the invertebrates. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 2424 — ZOOLOGY — A continuation of BIO 2414 with emphasis on the vertebrates. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 2514 — HUMAN ANATOMY AND PHYSIOLOGY — Study is made of anatomy and physiology of the human body as an integrated whole with more detailed studies of the skeletal, muscular, and nervous systems. General Chemistry recommended. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 2524 — HUMAN ANATOMY AND PHYSIOLOGY — A continuation of Anatomy and Physiology 2514 in which the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems are studied. Prerequisite: Human Anatomy 2513. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 2924 — MICROBIOLOGY — A survey of the microbes (microscopic organisms) of both plant and animal kingdoms, with emphasis and detailed study being placed on those affecting other forms of life, especially man. Laboratory is devoted to basic techniques of microbial study, such as culturing, identifying, control, anatomy, and life cycles. Three hours lecture and three hours laboratory. Four semester hours credit.

## Business Administration

- BAD 1113 — INTRODUCTION TO BUSINESS — An introduction to the major divisions of study that will be followed in succeeding business courses such as Business Organization, Accounting, Business Law, and other related courses. Three lectures. Three semester hours credit.
- BAD 1313 — BUSINESS MATHEMATICS — Emphasis is placed on the study of the fundamental processes, fractions, decimals, percentage, and problem solving. The application of these fundamental processes is applied toward the problems of business which the student will encounter in the

various commercial fields. Three hours lecture. Three semester hours credit.

- BUS 2423 — BUSINESS STATISTICS — Introduction to statistical data for business management and control. Three lectures. Three semester hours credit.
- BUS 2413 — BUSINESS LAW I — Designed to acquaint the student with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law, law of contracts, agencies and employment, negotiable instruments and commercial papers. Three lectures. Three semester hours credit.
- BUS 2423 — BUSINESS LAW II — A continuation of Business Law 2413 and is designed to cover the following specific areas: sales contracts, personal property and bailments, partnerships, corporations, real property and leases, insurance security and mortgages, and bankruptcy. Three lectures. Three semester hours credit.

## Chemistry

- CHE 1214 — GENERAL CHEMISTRY I — A study of fundamental law and theories of chemistry, including a study of the descriptive chemistry of non-metallic elements. Three lectures and three hours laboratory. Four semester hours credit.
- CHE 1224 — GENERAL CHEMISTRY II — A study of the metals to include their properties, uses, and identification. The topics ionization, chemical equilibrium, and the colloidal state are emphasized. Three lectures and three hours laboratory. Four semester hours credit.
- CHE 2424 — ORGANIC CHEMISTRY I — A study of the basic principles of carbon chemistry bonding structure, and behavior; aliphatic compounds; identification and compounds. Prerequisite: General Chemistry 1224. Three lectures and three hours laboratory. Four semester hours credit.
- CHE 2434 — ORGANIC CHEMISTRY II — A continuation of Chemistry 2424. A study of Aromatic and complex compounds. Three lectures and three hours laboratory. Four semester hours credit.

## Computer Science

- CSC 1113 — INTRODUCTION TO COMPUTER CONCEPTS — A basic course that advances concepts, terminology, and theory of modern computers and provides a background in programming languages. Three lectures. Three semester hours.
- CSC 1213 — BASIC COMPUTER PROGRAMMING — The writing of programs using the BASIC computer language. It is not open to Data Processing or Computer Science majors. Three lectures. Three semester hours.
- CSC 1313 — FORTRAN PROGRAMMING — Introduction to digital computers and computer programming using the FORTRAN language. Three lectures. Three semester hours.
- CSC 1533 — COMPUTER PROGRAMMING I — Introduction to problem-solving methods and algorithm development; designing, debugging, &



- documentation in a high-level programming language with a variety of applications. Three hours lecture. Credit, three semester hours.
- CSC 2543 — **COMPUTER PROGRAMMING II**—Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging & testing of larger programs. Three hours lecture. Credit, three semester hours. Prerequisite: Computer Programming I.
- CSC 2613 — **INTRODUCTION TO FILE PROCESSING**—To introduce concepts and characteristics of storage devices; file processing techniques; data structure; elementary data base concepts. Three lectures. Credit, three semester hours. Prerequisite: Computer Programming I or Fortran or Cobol Programming.
- CSC 2333 — **ADVANCED FORTRAN**—Algorithmic development, debugging, and documentation or programs of moderate difficulty. String processing; data manipulation; recursion; application. Three hours lecture. Three semester hours.

## Economics

- ECO 2113 — **PRINCIPLES OF ECONOMICS (MACROECONOMICS)**—An introduction to economic principles, problems, and policies with emphasis on the monetary system and national income theory and measurement. Three lectures. Three semester hours credit.
- ECO 2123 — **PRINCIPLES OF ECONOMICS (MICROECONOMICS)**—A continuation of Economics 2113 with emphasis on price and production theory and international trade. Three lectures. Three semester hours credit.

## Education

- EDU 1613 — **FOUNDATIONS OF EDUCATION**—Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Three lectures. Three semester hours credit. (EPY 1613.)
- EDU 2543 — **EDUCATIONAL PSYCHOLOGY**—This course includes the study of such topics as health, general process of growth, interests, and incentives, social psychology of the child, and development of intellectual efficiency and learning. Three lectures. Three semester hours credit. Prerequisite: EPY 1513.

## Educational Psychology

- EPY 2513 — **CHILD PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT I)**—A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three semester hours credit.
- EPY 2523 — **ADOLESCENT PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT II)**—A study of the individual during adolescent years. Three lectures. Three semester hours credit.

## English

- ENG 1113 — **ENGLISH COMPOSITION**—A study of grammar and composition, with emphasis on the sentence and the paragraph. Readings, frequent themes. Three lectures. Three semester hours credit.
- ENG 1123 — **ENGLISH COMPOSITION**—A continuation of English 1113 with emphasis on the whole composition. Readings, theses, and research paper required. Three lectures. Three semester hours credit.
- ENG 1131H and 1123H — **HONORS ENGLISH COMPOSITION**—Seminar type honors courses in composition. Enrollment by invitation only. Three semester hours credit each.
- ENG 2023 — **AMERICAN LITERATURE**—Representative prose and poetry of the United States from colonial beginnings to Walt Whitman. Three lectures. Three semester hours credit.
- ENG 2033 — **AMERICAN LITERATURE II**—Representative prose and poetry of the United States from Walt Whitman to the present. Three lectures. Three semester hours credit.
- ENG 2043 — **ENGLISH LITERATURE I**—A survey of English literature from Beowulf through the Ages of Neo-Classicism. Three lectures. Three semester hours credit.
- ENG 2053 — **ENGLISH LITERATURE II**—A survey of English literature from the Age of Revolution and Romance to the present time. Three lectures. Three semester hours credit.
- ENG 0093 — **BASIC ENGLISH**—See Institutional Credit Section.
- ENG 1103 — **Developmental English I**—See Institutional Credit Section.
- ENG 1203 — **Developmental English II**—See Institutional Credit Section.

## Geography

- GEO 1113 — **WORLD GEOGRAPHY**—A regional survey of the basic geographic features and major new developments of the nations of the world. Three lectures. Three semester hours credit.

## Graphics and Drawing

- GRA 1143 — **GRAPHICS COMMUNICATIONS**—Blueprint reading, general use of instruments, and understanding basic lines and planes. Lettering theory of projection drawing, technical communication through orthographic auxiliary and oblique vision. One hour lecture. Four hours laboratory. Three semester hours credit.
- GRA 1153 — **VISUALIZATION AND GRAPHIC DESIGN**—(Prerequisite: Drawing 1143) Freehand methods and practice in pictorial and orthographic projections. Detail and sectional graphic design problems involving the geometry of points, lines, and planes in space relationships. One hour lecture and four hours laboratory. Three semester hours credit.

## Health Physical Education and Recreation

- HPR 1131 — **VARSITY SPORTS**—Participation in football, basketball, baseball, or tennis. One semester hour credit.



- HPR 1141 — VARSITY SPORTS — Participation in football, basketball, baseball, or tennis. One semester hour credit.
- HPR 1213 — PERSONAL AND COMMUNITY HEALTH — Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lectures. Three semester hours credit.
- HPR 1313 — INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION — Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel in preparation of student to opportunities in the field. Three lectures. Three semester hours credit.
- HPR 1571 — DANCE — Lecture and practice in square dance and rhythmic. One semester hour credit.
- HPR 2131 — VARSITY SPORTS — Participation in football, basketball, baseball, or tennis. One semester hour credit.
- HPR 2141 — VARSITY SPORTS — Participation in football, basketball, baseball, or tennis. One semester hour credit.
- HPR 2213 — FIRST AID — Instruction and practice in methods prescribed in the American Red Cross standard and advanced courses. Two lectures. Two semester hours credit.
- HPR 2323 — RECREATIONAL LEADERSHIP — Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three semester hours credit.
- HPR 2531 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in tennis and badminton. Two hours per week. One semester hour credit.
- HPR 2541 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in golf and recreation sports. Two hours per week. One semester hour credit.
- HPR 2561 — FITNESS AND CONDITIONING TRAINING — Lecture and practice in weights and conditioning. Two hours per week. One semester hour credit.
- HPR 2442 — FOOTBALL THEORY — Theoretical study of football from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules and team play. Two hours per week. Two semester hours credit.
- HPR 2432 — BASKETBALL THEORY — A theoretical study of basketball from an offensive and defensive standpoint, including the study of teaching of the fundamentals and team organization. Two hours per week. Two semester hours credit.

## History

- HIS 1113 — WESTERN CIVILIZATION I — A general survey of European history from ancient times to 1660 A.D. Recommended for freshmen. Three lectures. Three semester hours credit.
- HIS 1123 — WESTERN CIVILIZATION II — A general survey of European civilization since 1660 A.D. Three lectures. Three semester hours credit.

- HIS 1113 — AMERICAN (U.S.) HISTORY I — A survey of U.S. history from the period of discovery and exploration through Reconstruction.
- HIS 1123 — AMERICAN (U.S.) HISTORY II — A survey of U.S. history from Reconstruction to the present. Three lectures. Three semester hours credit.

## Home Economics

- HEC 1111 — SOCIAL USAGE — The essentials of good manners and accepted standards of social usage. One lecture. One semester hour credit.
- HEC 1131 — INTRODUCTION TO MODELING — A course designed to teach students all the fundamentals of visual poise together with modeling techniques. Through this course, a student will not only learn basic rules for modeling, but will also learn the various fields of modeling and will gain experience modeling and writing commentaries. Two hours laboratory. One semester hour credit.
- HEC 1141 — MODELING — A course designed to practice modeling and to train students to be professional models. The students will participate in style shows and for various other audiences. Prerequisite: Introduction to Modeling and selection to Fashion Squad. Two hours laboratory. One semester hour credit.
- HEC 1213 — FOOD SELECTION AND PREPARATION — Principles of food selection, preparation and service. One lecture and four hours laboratory. Three semester hours credit.
- HEC 1313 — ELEMENTARY CLOTHING — Study of fabrics most commonly used and selection of materials and ready-made clothing. Selection and use of commercial patterns. Planning and construction of garments of cotton, wool, and synthetics. Use and care of the new slant-o-matic machine. Affords practice in modeling and using accessories with costumes. Care of garments. One lecture and four hours laboratory. Three semester hours credit.
- HEC 2213 — MEAL MANAGEMENT — Problems in planning, preparation, and service for average family meals as to nutritive requirements, food budgets and managerial principles. One lecture and four hours laboratory. Three semester hours credit.
- HEC 2313 — CLOTHING CONSTRUCTION — Further principles of selection and construction applied to various fabrics. One lecture and four hours laboratory. Three semester hours credit.

## Mathematics

- MAT 1103 — CONCEPTS OF MATHEMATICS — See Institutional Credit section.
- MAT 1313 — COLLEGE ALGEBRA — A review of algebraic operations, systems of linear equations, and a study of logarithms, determinants, progressions, binomial theorem, partial fractions, and theory of equations. Three lectures. Three semester hours credit.



- MAT 1323 — TRIGONOMETRY** — The study of solutions of right and oblique triangles, identities, trigonometric equations, and polar and metric equations. Three lectures. Three semester hours credit.
- MAT 1333 — FINITE MATHEMATICS** — Introduction to symbolic logic, set theory, probability theory, difference equations, linear programming and game theory with applications oriented toward business decision making and the behavioral sciences. Three lectures. Three semester hours credit.
- MAT 1423 — FUNDAMENTALS OF MATHEMATICS** — A review of basic algebra, systems of linear equations and systems of linear inequalities, and introduction to linear programming, and introduction to vector and matrix algebra. Three lectures. Three semester hours credit.
- MAT 1613 — CALCULUS I** — Coordinate systems, basic theorems of analysis, functions, limits, the derivative, the integral, differentiation and integration of algebraic functions, and applications. Three lectures. Three semester hours credit. (1823)
- MAT 1623 — CALCULUS II** — Differentiation and integration of transcendental functions, the definite integral, methods of integration, applications. Three lectures. Three semester hours credit. Prerequisite: MAT 1613.
- MAT 1723 — THE REAL NUMBER SYSTEM** — Structure and properties of number systems of arithmetic. Limited to students preparing to teach. Three lectures. Three semester hours credit.
- MAT 1733 — INFORMAL GEOMETRY AND ALGEBRA** — Basic ideas and structure of algebra; intuitive foundations of geometry. Three lectures. Three semester hours credit.
- MAT 2613 — CALCULUS III** — Solid analytics vector, improper integrals, line integration. Three lectures. Three semester hours credit.
- MAT 2623 — CALCULUS IV** — Infinite series, partial differentiation, multiple integrals. Three lectures. Three semester hours credit. Prerequisite: MAT 2613.
- MAT 2913 — DIFFERENTIAL EQUATIONS** — Solution of first and higher order differential equations; existence theorems; solution by series; and application to problems in geometry, physics and chemistry. Three lectures. Three semester hours credit. Prerequisite: MAT 2623.

## Modern Foreign Language

- MFL 1113 — ELEMENTARY FRENCH I** — Designed to develop basic language skills of speaking, reading and writing. Phonetic symbols are used to aid correct pronunciation. Three lectures. Three semester hours credit.
- MFL 1123 — ELEMENTARY FRENCH II** — A continuation of French 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three lectures. Three semester hours credit.
- MFL 2113 — INTERMEDIATE FRENCH I** — A review of French grammar and continued development of basic language skills. Reading materials are used which have literary and cultural value. Three lectures. Three semester hours credit.

- MFL 2123 — INTERMEDIATE FRENCH II** — Literary and cultural appreciation of the language and the country is enhanced by the reading of a book which pictures life in a typical French village. Class conversations concern the contents of this book. Three lectures. Three semester hours credit.

## Military Science

- MIL 1112 — MILITARY SCIENCE (1ST YEAR, 1ST SEMESTER)** — Organization of the Army and ROTC, the Military as a profession. Historical growth and development of the Army with emphasis on management techniques. One hour lecture and two hours laboratory. Two semester hours credit.
- MIL 1122 — MILITARY SCIENCE (1ST YEAR, 2ND SEMESTER)** — A continued emphasis on the historical growth and development of the Army and management techniques. The significance of military courtesy and discipline, customs and traditions of the military service. One hour lecture and two hours laboratory. Two semester hours credit.
- MIL 2112 — MILITARY SCIENCE (2ND YEAR, 1ST SEMESTER)** — Military geography and use of maps and aerial photography. Two hours lecture. Two semester hours credit.
- MIL 2122 — MILITARY SCIENCE (2ND YEAR, 2ND SEMESTER)** — The functions, duties, and responsibilities of junior leaders; operations of the basic military team. Qualifying test for advanced ROTC. Two hours lecture. Two semester hours credit.

## Music Foundations

(Education, History, Literature and Theory)

- MUS 1113 — MUSIC APPRECIATION** — Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three semester hours credit.
- MUS 1123 — MUSIC SURVEY (Majors)** — Listening course, designed to acquaint the music major with basic stylistic traits of the major eras of music history from the Renaissance to the present. Three lectures. Three semester hours credit.
- MUS 1214 — MUSIC THEORY I** — Basic training in harmonic, melodic, and rhythmic elements of music. Four-part writing, ear-training, dictation, keyboard-harmony, and sight singing. Three lectures and two hours laboratory. Four semester hours credit.
- MUS 1224 — MUSIC THEORY II** — A continuation of MUS 1214. Three lectures and two hours laboratory. Four semester hours credit.
- MUS 2214 — MUSIC THEORY III** — A continuation of MUS 1224. Three lectures and two hours laboratory. Four semester hours credit.
- MUS 2224 — MUSIC THEORY IV** — A continuation of MUS 2214. Three lectures and two hours laboratory. Four semester hours credit.
- MUS 2513 — MUSIC FOR CHILDREN I** — Music course designed for elementary education majors. A study of the fundamentals of music, singing activities, accompanying skills and the application of teaching music to children. Three lectures. Three semester hours credit.



## Music Applied

(Brass, Organ, Percussion, Piano, Voice and Woodwinds)

All applied music requires one half-hour lesson per semester hour credit.

- MUA 1141, 1151, 2141, 2151 — BRASS FOR NON-MAJORS (Elective Brass) I, II, III, & IV — Half-hour lesson. One semester hour credit.
- MUA 1172, 1182, 2172, 2182 — BRASS FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1331, 1341, 2331, 2341 — ORGAN FOR NON MAJORS (Elective Organ) I, II, III, & IV — Half-hour lesson. One semester hour credit.
- MUA 1362, 1372, 2362, 2372 — ORGAN FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1441, 1451, 2441, 2451 — PERCUSSION FOR NON-MAJORS (Elective Percussion) I, II, III, & IV — Half-hour lesson. One semester hour credit.
- MUA 1511, 1521, 2511, 2521 — CLASS PIANO I, II, III, & IV — Half-hour lesson and one hour laboratory. One semester hour credit.
- MUA 1541, 1551, 2541, 2551 — PIANO FOR NON-MAJORS (Elective piano - Prerequisite: Previous piano study) I, II, III, & IV — Half-hour lesson. One semester hour credit.
- MUA 1572, 1582, 2572, 2582 — PIANO FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1711, 1721, 2711, 2721 — CLASS VOICE I, II, III, & IV — One hour lesson. One semester hour credit.
- MUA 1741, 1751, 2741, 2721 — VOICE FOR NON-MAJORS I, II, III, & IV — Half-hour lesson. One semester hour credit.
- MUA 1762, 1782, 2762, 2782 — VOICE FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1841, 1851, 2841, 2851 — WOODWINDS FOR NON-MAJORS (Elective Woodwinds) I, II, III, & IV — Half-hour lesson. One semester hour credit.
- MUA 1872, 1882, 2872, 2882 — WOODWINDS FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1472, 1482, 2472, 2482 — PERCUSSION FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

## Music Organizations

(Marching Band, Centralettes, Concert Band, Jazz Band, Pit Orchestra, Chorus, Collegians)

- MUO 1111, 1121, 2111, 2121 — BAND I, II, III, & IV — One semester hour credit.
- MUO 1211, 1221, 2211, 2221 — CHORUS I, II, III, & IV — One semester hour credit.

## Physics

- PHY 2013 — PHYSICAL SCIENCE SURVEY I — A study for the non-technical student. A survey of laws of physics and astronomy. Three lectures. Three semester hours credit.
- PHY 2023 — PHYSICAL SCIENCE SURVEY II — A study for the non-technical student. A survey of chemistry, meteorology, and geology. Three lectures. Three semester hours credit.
- PHY 2413 — GENERAL PHYSICS I — A study of laws of mechanics and heat. Two lectures and two hours laboratory. Three semester hours credit.
- PHY 2423 — GENERAL PHYSICS II — A study of laws of electricity and sound. Two lectures and two hours laboratory. Three semester hours credit.
- PHY 2433 — GENERAL PHYSICS III — A study of electricity, magnetism, and atomic structure. Two lectures and two hours laboratory. Three semester hours credit.
- PHY 2414 — GENERAL PHYSICS — The fundamental concepts and laws of mechanics, heat and sound. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: MAT 1323.
- PHY 2424 — GENERAL PHYSICS — The fundamental concepts and laws of electricity, magnetism, light and modern physics. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: PHY 2414.

## Political Science

- PSO 1113 — AMERICAN NATIONAL GOVERNMENT — Survey of the organizations, political aspects of and basis for American Government. Three lectures. Three semester hours credit.
- PSO 1123 — AMERICAN STATE AND LOCAL GOVERNMENT — Relationship between state and federal government and between states and their subdivisions; organization, function, and operation of executive, legislative, and judiciary; elections and suffrage generally, Mississippi particularly. Three lectures. Three semester hours credit.

## Psychology

- PSY 1513 — GENERAL PSYCHOLOGY I — An introduction to the scientific study of human behavior. Includes history and methods of psychology, growth and development, principles of learning, sensation and perception, thinking, statistics, personality, and intelligence. Three lectures. Three semester hours credit.

## Reading

- REA 1211 — READING IMPROVEMENT I — A course provided to help students develop reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on spelling, pronunciation, vocabulary and study skills. Guidance in developing wide reading interests. Two hours laboratory. One semester hour credit.



REA 1231 — SPEED READING I — Diagnostic testing followed by practice in skills according to the needs of the students. Emphasis on comprehension skills such as getting main ideas, summarizing, organizing, and drawing conclusions. Guidance in developing wide reading interests that will provide background for college courses. Two hours laboratory. One semester hour credit.

## Secretarial Science

- SEC 1113 — ELEMENTARY TYPEWRITING — Mechanism and care of the typewriter, its operation, keyboard drills to gain speed and accuracy, and introduction to letter forms. Students with a year of high school typewriting cannot receive credit for this course. Three lectures and two hours laboratory. Three semester hours credit.
- SEC 1123 — INTERMEDIATE TYPEWRITING — Advanced drills for speed and accuracy, letter forms, telegrams, and other business forms, and manuscript typewriting. Three lectures. Three semester hours credit.
- SEC 1213 — ELEMENTARY SHORTHAND — The theory and practice of Gregg Shorthand. The principles are applied by reading and writing shorthand with a limited amount of dictation and transcription from shorthand notes. Students with a year of high school shorthand cannot receive credit for this course. Three lectures and two hours laboratory. Three semester hours credit. Prerequisite: Proficiency in Typewriting.
- SEC 1223 — INTERMEDIATE SHORTHAND — A continuation of Secretarial 1213. Three lectures. Three semester hours credit. Prerequisite: Proficiency in Typewriting.
- SEC 1313 — RECORDS MANAGEMENT — Basic principles and practical application that aim toward intelligent and efficient performance in managing and using records in the office. Two lectures and two hours laboratory. Three semester hours credit.
- SEC 1613 — BUSINESS ENGLISH — A review of correct English usage including parts of speech, word choice, punctuation, and capitalization. It emphasizes those aspects of English that are directly applicable to the writing of effective business letters. Three lectures. Three semester hours credit.
- SEC 2113 — ADVANCED TYPEWRITING — A continuation of Secretarial Course 1113. Three lectures. Three semester hours credit.
- SEC 2123 — PRODUCTION TYPEWRITING — Skill development and vocational competency are the objectives of this course. Production of varied typewritten communications with emphasis on quality and quantity. Three lectures. Three semester hours credit.
- SEC 2213 — ADVANCED SHORTHAND — The aim of this course is to increase accuracy and speed of transcription with emphasis on mailability of letters. Three lectures. Three semester hours credit.
- SEC 2223 — DICTATION AND TRANSCRIPTION — A course to develop transcription skills with emphasis on mailability. Accuracy and speed of transcription correlated with English, punctuation, spelling, division of words, and vocabulary building. Three lectures. Three semester hours credit.

- SEC 2413 — SECRETARIAL PRACTICE — The study and practice of office procedures that will give the students a better understanding of their performance potential so that they will be able to progress and achieve success as secretaries. Two lectures and two hours laboratory. Three semester hours credit. Prerequisite: Proficiency in Typewriting and Shorthand.
- SEC 2613 — OFFICE APPLIANCES — Instruction and practice in the operation of office equipment including transcribing machines, electronic typewriters, Magnetic Card Selectric Typewriters, duplicators, and copying machine. Two lectures and two hours laboratory. Three semester hours credit. Prerequisite: Proficiency in Typewriting.
- SEC 2823 — OFFICE MACHINES — Instruction and practice in the operation of adding and calculating machines. Problem-solving activities, machine programming, and an extensive review of basic mathematics. Two lectures and two hours laboratory. Three semester hours credit.
- SEC 3013 — BUSINESS COMMUNICATIONS — Study and practice in writing different types of business letters and reports with emphasis on correct spelling, grammar, punctuation, and clarity of communication. Two lectures and two hours laboratory. Three hours credit. Prerequisite: Proficiency in Typewriting.

## Sociology

- SOC 1113 — INTRODUCTION TO SOCIOLOGY — Deals with human relationships. Students will receive a synopsis of the whole field of sociology including the social world, the social and cultural process within this world, and the integration of these processes in relation to the individual, the group, and the institution. Three lectures. Three semester hours credit.
- SOC 1133 — SOCIAL PROBLEMS — A study of the nature, scope, and effects of the major social problems of today and the theoretical preventive measures to alleviate them. Course includes such problems as unemployment, urbanization, crime, juvenile delinquency, alcoholism, drug addiction, disaster, and family problems to include the aged, mentally ill, and retarded. Three lectures. Three semester hours credit.
- SOC 2143 — MARRIAGE AND FAMILY — A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of social-economic adjustments to society. Three lectures. Three semester hours credit.
- SOC 2243 — CULTURAL ANTHROPOLOGY (ETV) — The process of cultural and personality development plus methods and techniques employed by the anthropologist. Included are studies of primitive cultures, demonstrations of the precision required in archaeological excavation, and film interviews with anthropologists. Two 30 minute lectures plus independent study assignments. Three semester hours credit.

## Speech and Theatre

- SPT 1113 — ORAL COMMUNICATION (PRINCIPLES OF SPEECH) — Correct and effective English: correct pronunciation and enunciation, breath control, study and practice in making speeches for all occasions, and emphasis on organization of material, and practice in speaking before the group. Three lectures. Three semester hours credit.



- SPT 1213 — FUNDAMENTALS OF THEATRE — A basic course in theatre arts. An introduction to the cultural, historical, and social aspects of the drama and investigation of essential elements of play production. Three lectures. Three semester hours credit.
- SPT 2143 — ORAL INTERPRETATION — Training given in the techniques of oral interpretative reading, its theories and practices. Emphasis placed on studies of the backgrounds of the authors and selections upon reading the printed page. Three lectures. Three semester hours credit.

## INSTITUTIONAL CREDIT

Developmental studies courses on the preparatory or repair level carry institutional credit. Zero digits indicate that the course is not designed as a university parallel course.

- ENG 1103 — DEVELOPMENTAL ENGLISH I. — This course covers basic reading and oral communication skills with special emphasis on comprehension and vocabulary building in reading and standard English pronunciation in speaking. Three hours lecture, two hours laboratory. Three semester hours credit.
- ENG 1203 — DEVELOPMENTAL ENGLISH II — This course covers the basics of standard English in writing and grammar. The course is approached from a sequential standpoint beginning with the English sentence and building to longer compositions. Three hours lecture, two hours laboratory. Three semester hours. (ENG 0093)
- PHY 1103 — PSYCHOLOGY OF LEARNING. — This course is designed to aid in developing student study skills in three main areas; library usage, classroom learning skills, and in all three areas. Three hours lecture. Two hours laboratory. Three semester hours credit.
- MAT 1103 — CONCEPTS OF MATHEMATICS. — This course is designed for students whose preparation in Mathematics is inadequate for regular college mathematics review of the fundamental operations; fractions; exponents, linear equations; systems of equations; ratio and proportion and the numbering systems are included in this course. Note: This course is not open to students with credit in Mathematics 1313 or Mathematics 1323. Three semester hours credit. (MATH 0093)

## COLLEGE LEVEL TECHNICAL

Courses in the Technical Division are college level credit courses. They do not necessarily parallel any senior college courses, but instead are designed to meet the needs of the terminal technical students.

### Technical Drafting

- TDD 1103 — MACHINE DRAFTING — 3 hours. One lecture and two one-hour laboratory periods per week. This course is a study of the principles and practices of modern machine design. Attention is focused on function, economy, operation, safety, maintenance, and appearance of machine parts. Prerequisite: Fundamentals of Drafting 133.
- TDD 2714 — ARCHITECTURAL DRAFTING — 4 hours. Prerequisite: Fundamentals of Drafting 133. One hour lecture and two three-hour laboratory periods per week. This course includes principles and practices of modern design, requiring working drawing and solutions, typical construction detail and specifications for residential and industrial construction.
- TDD 1213 — DESCRIPTIVE GEOMETRY — 3 hours. One lecture and four laboratory periods per week. Prerequisite: Fundamentals of Drafting 133. The course deals with a study of primary and secondary auxiliary views, revolution of views, and their application as used in mining, engineering, aircraft construction and intersections and development of sheet metal.
- TDD 1113 — FUNDAMENTALS OF DRAFTING — 3 hours. One hour lecture and two two-hour laboratories per week. This course deals with the care and use of drafting instruments, alphabet of lines, free hand sketching, geometric construction dimensioning, sections, and orthographic projection with emphasis on size and shape description.
- TDD 2013 — STRENGTH OF MATERIALS — 3 hours. Two two-hour lecture periods and one two-hour laboratory period per week. A study of forces, properties of materials, center of gravity, shear forces and bending moments. Computations necessary for structural and architectural are of primary importance in this course.
- TDD 2414 — ELECTRICAL, PIPING AND SHEET METAL DRAFTING — 4 hours. Prerequisite: Fundamentals of Drafting 133. One hour lecture and two three-hour laboratory periods per week. A study of electrical and pipe symbols, types and uses of pipes and electrical layouts and the development of sheet metal as used in modern industry.
- TDD 2513 — SURVEYING AND TOPO I — 3 hours. One lecture and two two-hour laboratories per week. Prerequisite: Fundamentals of Drafting, Introduction to Surveying and Mapping with emphasis on the field and computational methods which are utilized in the preparation of maps and survey plats.
- TDD 2523 — SURVEYING AND TOPO II — 3 hours. One lecture and two two-hour laboratories per week. Prerequisite: Surveying and Topo I. A continuation of Surveying and Topo I with emphasis on the development of sophisticated field methods, drafting techniques and applications.
- TDD 2613 — COST ESTIMATING — 3 hours. Two lectures and one two-hour laboratory per week. Prerequisite: Sophomore standing. An introduc-



tion to the basic methods of estimating and the development of quantity survey systems used in manufacturing and construction processes.

**TDD 2314 — STRUCTURAL DRAFTING — 4 hours.** Prerequisite: Fundamentals of Drafting 133. One hour lecture and two three-hour laboratory periods per week. Structural drafting consists of the preparation of design and working drawings for buildings, bridges, tanks, towers, and other structures.

**TDD 2913 — INDUSTRIAL RELATIONS — 3 hours.** Three hours per week. This course deals with problems involving human relations and the development of a foundation for personal relations for dealing with supervisors, associates, and subordinates. The role of a supervisor is emphasized.

### Technical Mathematics

**TMD 1113 — TECHNICAL MATH I — 3 hours.** Three one-hour periods per week. This course is a study of the basic fundamentals of algebra needed by the drafter in order to make computations, solve graphs and equations.

**TMD 1213 — TECHNICAL MATH II — 3 hours.** Three class meetings per week. A study of angles, triangles, and trigonometric functions of angles and solutions of triangles, logarithms, graphs and reduction formulas are studied as they apply to drafting.

### Technical Physics

**TPD 1213 — TECHNICAL PHYSICS I — 3 hours credit.** Two hours lecture and two hours laboratory per week. A study of fluids and classical mechanics with emphasis on application.

**TPD 1313 — TECHNICAL PHYSICS II — 3 hours credit.** (Prerequisite: Technical Physics I). Two hours lecture and two hours laboratory per week. A study of the fundamentals of heat, light, sound, and electricity with emphasis on application.

### Technical Data Processing

**TDP 1213 — DATA PROCESSING OPERATIONS — 3 hours.** Two hours lecture and two hours laboratory. This course is a study of the operation of the System/34 Computer. The operation control language, utility programs, and SSP procedures for the System/34 are included.

**TDP 1114 — INTRODUCTION TO DATA PROCESSING — 4 hours.** Three hours lecture and two hours laboratory. This course is a study of the functions and capabilities of computers. The student becomes familiar with the organization of computers and programming of the computer to solve basic problems. The BASIC language will be used to develop programming skills.

**TDP 1314 — RPG PROGRAMMING I — 4 hours.** Three hours lecture and two hours laboratory. This course includes study of Report Program Generator programming language. Students will become proficient in RPG programming problems typical of those performed in data processing installations. Prerequisites: TDP 1213 and TDP 1114.

**TDP 1223 — ADVANCED DATA PROCESSING OPERATIONS — 3 hours.** Two hours lecture and two hours laboratory. This course is a continuation of TDP 1213. The Disk Sort Program, Data File Utility Program,

and Screen Design will be included. Prerequisites: TDP 1213 and TDP 1114.

**TDP 2314 — RPG PROGRAMMING II — 4 hours.** Three hours lecture and two hours laboratory. This course is a continuation of TDP 1314. Emphasis will be placed on file processing and more advanced RPG programming. Prerequisite: TDP 1314.

**TDP 2514 — COBOL PROGRAMMING I — 4 hours.** Three hours lecture and two hours laboratory. This course is directed toward teaching effective and efficient use of COBOL programming instructions. Students will gain programming experience by programming and debugging typical business problems using COBOL. Prerequisite: TDP 1223.

**TDP 2514 — COBOL PROGRAMMING II — 4 hours.** Three hours lecture and two hours laboratory. This course is a continuation of TDP 2514. Emphasis will be placed on file processing and more advanced COBOL programming. Prerequisite: TDP 2514.

**TDP 2414 — SYSTEMS ANALYSIS AND DESIGN — 4 hours.** Three hours lecture and two hours laboratory. The field of system analysis and design is surveyed. The student will develop, analyze, and modify systems as they apply to computer operations. Prerequisite: TDP 2514.

### Technical Electronics

**TEI 1113 — INTRODUCTION TO ELECTRONIC TECHNOLOGY. — One lecture. Four hours laboratory.** (3 semester hours credit). An introduction to Electronic Technology which provides opportunity for beginning students to explore the general nature of the field and its career potential, in conjunction with laboratory experiences in basic skill areas.

**TEI 1125 — BASIC ELECTRICITY FOR ELECTRONICS. — Three lectures. Six laboratory.** (5 semester hours credit). This course is designed to familiarize the student with the basic electrical fundamentals in alternating and direct currents which are prerequisite to subsequent electronic studies. Laboratory exercises provide theory reinforcement and familiarization with test equipment.

**TEI 1133 — DRAFTING FOR ELECTRONICS. — One lecture. Four hours laboratory.** (3 semester hours credit.) An elementary course designed for electronics students. Use of templates, including lettering templates; fundamentals of drawing and drafting room practices; electrical circuit drawing, terms, symbols and standards. Emphasis is placed on construction and interpretation of typical electrical circuits.

**TEI 1215 — ELECTRONIC DEVICES AND CIRCUITS. — Three lectures. Six hours laboratory.** (5 semester hours credit). Introduction to semiconductors including the construction, theory, static and dynamic characteristics of diodes and bi-polar semiconductors; basic circuit configurations; rectifier and circuits; amplifiers.

**TEI 1225 — DIGITAL PRINCIPLES. — Three lectures. Six hours laboratory.** (5 semester hours credit). One cannot see the flow of electrons through a circuit. However, many people have experimented with the flow of electrons, resulting in the establishment of many principles of electricity. These principles have been applied in many forms to do many jobs in industry. Numerous applications are found in all plants, including the



operation of motors, computers, machinery controls, power station measurement devices/instruments, and heating/cooling equipment. The subject matter content referred to in this course covers the fundamental principles and practices required for the more advanced and specialized courses which follow.

TEL 2234 — LINEAR INTERGRATED CIRCUITS. — Two lectures, six hours laboratory. (4 semester hours credit). This course is planned to provide basic training in digital integrated circuits and devices encountered in the installation, maintenance, and troubleshooting in instrumentation and control circuits. Although training in circuit design is not intended, coverage of Boolean Mathematics is included to provide a basis for better understanding of digital applications. In addition, no attempt is made to study the more sophisticated arithmetic circuits usually found in computers, but only those basic to the field of digital control.

TEL 2315 — INTRODUCTION TO MICROPROCESSOR BASED SYSTEMS. — Three lectures, six hours laboratory. (5 semester hours credit). An Introduction to Microprocessor Based Systems that will provide the student the opportunity to write and implement machine language programs to control the microprocessor hardware and its family of peripheral interface devices.

TEL 2325 — INTERFACING AND CONTROL. — Three hours lecture, six hours laboratory. (5 semester hours credit). The course in Interfacing and Control is planned to provide classroom and laboratory studies of the devices, circuits, principles and applications pertaining to electronic control systems using electromechanical, analog, digital, and microprocessor principles.

TEL 2335 — ELECTRONIC COMMUNICATION. — Three lectures, six hours laboratory. (5 semester hours credit). A study of the most frequently utilized systems of electronic communication, including the theory of operation, use, and servicing techniques applicable to each system. Laboratory exercises are directed toward a hands-on approach to both operation and service.

## Business Technology

TSC 2113 — ADVANCED TYPEWRITING — (Prerequisite: Intermediate Typewriting) Emphasis on skill building and production in specialized areas. Three semester hours credit.

TSC 1613 — BUSINESS ENGLISH — (Prerequisite: English and Typewriting/Keyboarding) Introduction to the composition of business letters and reports. Emphasis on the application of grammar, typewriting, speech and human relations skills. Three semester hours credit.

TSC 2613 — BUSINESS COMMUNICATIONS II — (Prerequisite: Business English) Continuation of the study of business communications with emphasis on principles of writing business correspondence, report writing, proofreading, oral communications, parliamentary procedures, dictation and interview techniques. Three semester hours credit.

TSC 2523 — BUSINESS CALCULATIONS — Designed to help students acquire the mathematical and computational skills needed for job performance in the business world and in personal situations. Students will use

electronic calculators to perform a variety of business oriented exercises and job applications. Three hours per week. Three semester hours credit.

TEL 2633 — DATABASE MANAGEMENT — (Prerequisite: Introduction to Information Processing) Introduction to database concepts using a data management program to create files, enter and update data, and retrieve information. Three semester hours credit.

TEL 1113 — ELEMENTARY TYPEWRITING — Introduction to the keyboard with emphasis on developing correct typewriting techniques and applying this acquired skill to the typewriting of business letters, tables, outlines, and manuscripts. Three semester hours credit.

TEL 1123 — INTERMEDIATE TYPEWRITING — (Prerequisite: Elementary Typewriting or equivalent) Continuation of drills for speed and accuracy and the study of letter styles, business forms, manuscripts, and tabulation. Three semester hours credit.

TEL 1013 — INTRODUCTION TO BUSINESS — Introduction to business principles, organizations, and procedures. Three semester hours credit.

TEL 1813 — INTRODUCTION TO INFORMATION PROCESSING — Introduction to information processing systems — their design, organization, and administration. An overview of information processing technologies: data, word, and voice processing; telecommunications, reprographics, records management, and electronic mail. Three semester hours credit.

TEL 2633 — MACHINE TRANSCRIPTION — (Prerequisite: Typewriting) Instruction in the use of transcribing machines to prepare mailable business correspondence. Three semester hours credit.

TEL 2013 — OFFICE PROCEDURES — (Prerequisite: Typewriting/Keyboarding) Study and application of modern office systems and practices. Three semester hours credit.

TEL 1813 — RECORDS MANAGEMENT — Introduction to the major filing systems with emphasis on information retrieval, retention and disposal of records, and selection of supplies and equipment. Three semester hours credit.

TEL 1213 — SHORTHAND I — Introduction to the theory and practice of shorthand with emphasis on the development of speed and accuracy in reading and writing. Three semester hours credit.

TEL 1223 — SHORTHAND II — (Prerequisite: Shorthand I or equivalent and Typewriting) Review of the principles of shorthand with emphasis on speed and accuracy in dictation and transcription. Three semester hours credit.

TEL 2213 — SHORTHAND III — (Prerequisite: Shorthand II) Emphasis on building vocabulary of different types of businesses, mailable transcripts, and dictation and transcription speed. Three semester hours credit.

TEL 2813 — WORD PROCESSING I — (Prerequisite: Typewriting/Keyboarding and Introduction to Information Processing) Instruction in the use of various types of word processing equipment. Three semester hours credit.

TEL 2823 — WORD PROCESSING II — (Prerequisite: Typewriting/Keyboarding and Introduction to Information Processing) Instruction in the use of the microcomputer/word processor. Three semester hours credit.



## VOCATIONAL

### VOCATIONAL INDIVIDUALIZED DEVELOPMENT SYSTEM (V.I.D.S.)

The C. A. P. S. screening test is given to all vocational students upon entering school. Results from this test will identify students functioning below peer group level. At this time, students below peer group level will be given the T. A. B. E. Test to determine grade placement and areas of individual needs. Students having deficiencies in the basic skills areas will be required to attend the VIDS Center three hours per week for two semesters.

VID 1111 — FIRST SEMESTER V.I.D.S. — Individual instruction will be given in trade mathematics, communication, and reading. 51 clock hours - 1 semester hour.

VID 1121 — SECOND SEMESTER V.I.D.S. — A continuation of first semester with students receiving instruction in trade terminology. Also include employer-employee relations to assist them while in training as well as in the world of work. 51 clock hours - 1 semester hour.

### AUTOMOTIVE MECHANICS

VAM 1115 — ENGINES I—(To include gas, diesel, lubricating & cooling) Theory and practical work on automotive engines to consist of 4-stroke cycles, to include the internal combustion engine, cooling systems, lubrication, and diagnostic repair thereof. One Hundred Fifty Clock Hours. Five Semester Hours.

VAM 1213 — ENGINES II—Continuation of Engines I. One Hundred Fifty Clock Hours. Five Semester Hours.

VAM 1313 — WELDING—Theory and practical work in welding to consist of strike and holding an arc, deposit a bead, flat welding, vertical welding, joints, torch lighting and adjusting, holding straight burning and angle burning. Ninety Clock Hours. Three Semester Hours.

VAM 1414 — BRAKES—Theory and practical work in repair and adjustment on drum and disc types, emergency brakes, master cylinders, wheel cylinders and vacuum boosters. One Hundred Twenty Clock Hours. Four Semester Hours.

VAM 1126 — POWER TRAIN—Theory and practical in troubleshooting, adjustment and repair of the clutch, overdrive, synchromesh, automatic transmissions. Also work in the propeller shaft, universal joints, rear axle and differentials. One Hundred Eighty Clock Hours. Six Semester Hours.

VAM 1226 — ELECTRICAL TO INCLUDE AUTO CHASSIS, ALTERNATOR AND STARTERS—Theory and practical work on electrical starting circuits, starters, charging circuits, alternator rebuild. Also, work on ignition systems, and electrical accessories with low voltage circuits. One Hundred Eighty Clock Hours. Six Semester Hours.

VAM 1325 — TUNE-UPS—Theory and practical work in the Electrical ignition system, carburetor rebuild and adjustment. Also, some work in fuel systems. One Hundred Fifty Clock Hours. Five Semester Hours.

VAM 1136 — SUSPENSION & STEERING—Theory and practical work on the suspension systems to include tires, wheels, springs, shock absorbers, rear and front suspension and other control members steering gears and linkage hydraulic pumps and lines. One Hundred Eighty Clock Hours. Six Semester Hours.

VAM 1234 — AIR CONDITIONING & HEATING—Theory and practical work in several types of air conditioning systems, and heating systems. One Hundred Twenty Clock Hours. Four Semester Hours.

### AUTO BODY AND FENDER REPAIR

VBF 1113 — WELDING—A fundamental course in the basic principles of welding and brazing, oxyacetylene procedures including use and care of equipment, flame adjustments, techniques of welding and cutting, safety practices, brazing to include the advantages and disadvantages of arc welding. Ninety Clock Hours. Three Semester Hours.

VBF 1317 — AUTO METALS & MATERIALS—Practical work in types of materials and metallurgy, characteristics of metals used in the field. Strength of auto body member, damage patterns, shrinking procedures. Two Hundred Ten Clock Hours. Seven Semester Hours.

VBF 1317 — PANEL & FENDER STRAIGHTENING & PAINTING—Practical work in analyzing the damage area, roughing out sequence, tools required in raising low spots, reworking deep bends, flattening high spots, use of file and sanding equipment. Two Hundred Ten Clock Hours. Seven Semester Hours.

VBF 1126 — FRAME STRAIGHTENING—Practical work in the fundamentals of frame testing, and checking equipment, analyzing replacement versus repair, bumper straightening, arm alignment, estimating to include use of the flat rate manual and time and material cost. One Hundred Eighty Clock Hours. Six Semester Hours.

VBF 1228 — REFINISHING PROCESS—Practical work in types of paints used in industry. Prepainting procedure, operating techniques of paint sprayers, drying process to include air dry and bake dry. Rubbing, polishing, waxing, jobs, etc., and safety. Two Hundred Forty Clock Hours. Eight Semester Hours.

VBF 1323 — HARDWARE & TRIM—Practical course in removal and replacement of hardware and trim to include the typical problems encountered and removal and replacement of moldings, door hardware, glass trim, grills and locks. Ninety Clock Hours. Three Semester Hours.

VBF 1133 — GLASS REPLACEMENT & REFINISHING—Practical course in glass removal and replacement to include types of automotive glass, window regulations, removal and installation, estimating of flat rate manual and time and materials cost. Ninety Clock Hours. Three Semester Hours.

VBF 1237 — ADVANCED PANEL AND FENDER STRAIGHTENING—Practical work in advanced analyzing the damaged areas, advanced techni-



ques in the roughing out sequence using specialized tools required raising low spots, advance technique of reworking deep bends, advanced techniques of flattening high spots, advanced use of files and sanding equipment. Characteristic of fiberglass and plastic components to test special finishing techniques. Two Hundred Ten Clock Hours. Five Semester Hours.

### CARPENTRY AND CABINET MAKING

- VCC 1114 — PLANS, SPECIFICATIONS & FOUNDATIONS—Study plans in residential construction and specifications. Practical work experience in layout, installing batter boards, and the placing of foundation members. One Hundred Twenty Clock Hours. Four Semester Hours.
- VCC 1215 — FLOOR, WALL, CEILING, ROOF FRAMING & ROOFING—Theory and practical work in actual framing of floors, walls, ceiling, roofs, and actual installation of roofing materials. One Hundred Fifty Clock Hours. Five Semester Hours.
- VCC 1318 — INSULATION, EXTERIOR AND INTERIOR FINISHING & COORDINATING—Theory and practical work experience in sound thermo insulation, interior and exterior buildings dealing with walls, floors, cabinets, doors, windows and exterior trim. Also, steps to follow in coordinating other work such as plumbing electrical, heating and cooling etc. Two Hundred Forty Clock Hours. Eight Semester Hours.
- VCC 1128 — CABINET CONSTRUCTION—Theory and practical work experience in blueprint reading, safety, measuring in a wide range of cabinets, cabinet layout, materials, cabinet framing and shelf construction. Two Hundred Forty Clock Hours. Eight Semester Hours.
- VCC 1225 — HARDWARE, TRIM & LAMINATES—Theory and work experience in selection of correct hardware and installation of hardware and trim, and installation of plastic laminates. One Hundred Fifty Clock Hours. Five Semester Hours.
- VCC 1324 — CABINET FINISHING—Theory and practical experience in sanding, preparing and finishing cabinets. One Hundred Twenty Clock Hours. Four Semester Hours.
- VCC 2134 — BLUEPRINT READING, SPECIFICATIONS, CODES AND FOUNDATION—Theory and study of blueprint reading, specifications and codes. Actual work experience in laying out foundations, setting grade stakes, and placing of reinforcement steel. One Hundred Twenty Clock Hours. Four Semester Hours.
- VCC 2235 — TECHNIQUES IN FRAMING & ROOFING—Theory and work experience in all parts of residential framing and actual installation of sheathing and roofing material. One Hundred Fifty Clock Hours. Five Semester Hours.
- VCC 2338 — EXTERIOR & INTERIOR FINISHING, INSULATION & COORDINATING—Theory and work experience in all types of insulation, siding, wall covering, and trim work plus the study of permits and coordinating building activities with other tradesmen. Two Hundred Forty Clock Hours. Eight Semester Hours.
- VCC 2148 — CABINET CONSTRUCTION TECHNIQUES—Theory and practical experience in actual cabinet construction with emphasis being put

different styles and techniques. Two Hundred Forty Clock Hours. Eight Semester Hours.

VCC 1345 — LAMINATE APPLICATION, TRIM AND HARDWARE—Theory and practical work experience in proper selection of hardware and trim. Installation of plastic laminates. One Hundred Fifty Clock Hours. Five Semester Hours.

VCC 1344 — CABINET FINISHING—Theory and practical experience in sanding, preparing and finishing cabinets. One Hundred Twenty Clock Hours. Four Semester Hours.

### COSMETOLOGY

- VCC 1118 — COSMETOLOGY THEORY—Theory in the professional cosmetologist, scalp and skin care, hair shaping, hair styling and permanent waving. Ninety Clock Hours. Three Semester Hours.
- VCC 1218 — COSMETOLOGY PRACTICAL I—Practical in the following areas: shampooing, hair shaping, permanent waves, fingerwaves, hair styling, manicuring, makeup, chemical hair relaxing, hair pressing, thermal waving, blow drying and salon management. Before a new student can practice on paying customers they must have had 240 hours of training in a combination of theory and practical. Two Hundred Forty Clock Hours. Eight Semester Hours.
- VCC 1318 — COSMETOLOGY PRACTICAL II—Continuation of Practical I. Two Hundred Forty Clock Hours. Eight Semester Hours.
- VCC 1128 — COSMETOLOGY THEORY—Theory in hair coloring, chemical relaxing, hair pressing, thermal waving, blow drying, disorders of the nails, manicuring, pedicuring, facials and makeup. Ninety Clock Hours. Three Semester Hours.
- VCC 1228 — COSMETOLOGY PRACTICAL III—Cosmetology practical in the following areas: shampooing, hair shaping, permanent waves, hair styling, manicuring, makeup, chemical hair relaxing, hair pressing, thermal waving and blow drying and salon management. Before a new student can practice on paying customers, they must have had 240 hours of training in a combination of theory and practical. Two Hundred Forty Clock Hours. Eight Semester Hours.
- VCC 1328 — COSMETOLOGY PRACTICAL IV—Continuation of Practical III. Two Hundred Forty Clock Hours. Eight Semester Hours.
- VCC 1138 — COSMETOLOGY THEORY—Theory in superfluous hair removal, the skin and hair, anatomy, electricity, chemistry and salon management. Ninety Clock Hours. Three Semester Hours.
- VCC 1238 — COSMETOLOGY PRACTICAL V—Practical in the following areas: shampooing, hair shaping, permanent waves, finger waves, hair styling, manicuring, makeup, chemical hair relaxing, hair pressing, thermal waving, blow drying and salon management. Before a new student can practice on paying customers, they must have had 240 hours of training in a combination of theory and practical. One Hundred Eighty Clock Hours. Six Semester Hours.
- VCC 1338 — COSMETOLOGY PRACTICAL VI—Continuation of Practical V. One Hundred Eighty Clock Hours. Six Semester Hours.



## ELECTRICITY

- VEL 1115 — ELECTRICAL PRINCIPLES—Electric theory, static charge, Ohm's Law, Series, parallel and combination circuits; principles of magnetism; alternating current; inductances and capacitance; power and power factor correction; and application of meters and meter movements for measurement of voltage, current and resistance; measurements of power in single and poly-phase systems; power factor measurements. One Hundred Fifty Clock Hours. Five Semester Hours.
- VEL 1214 — ELECTRICAL WIRING OF RESIDENCES—Requirements of the National Electric Codes; calculations for lighting circuits, applied circuits (fixed or portable), service entrance equipment feeders, sub-feeders, and over current protection devices, wiring techniques for single and multi-family dwelling; properties of conductors, connections, insulation, raceways, box housings, conduit and other hardware used in the trade. One Hundred Twenty Clock Hours. Four Semester Hours.
- VEL 1314 — INDUSTRIAL WIRING—Requirement of the National Electrical Code; calculations of single and three-phase systems, commercial industrial and marine lighting systems; heating, air-conditioning and machine power; water supply, emergency and alarm systems; power distribution systems. Installation, check out, inspections, trouble shooting commercial and industrial electrical systems. One Hundred Twenty Clock Hours. Four Semester Hours.
- VEL 1412 — ELECTRICAL PRINT READING—Use and blueprint symbols used on residential, commercial and industrial prints, explanation of National Electrical Code's articles on prints. Sixty Clock Hours. Two Semester Hours.
- VEL 1511 — APPLIED MATH—A basic unit of instruction for electrical trade occupation program; problem solving as applied to the trade in whole numbers, fractions, decimals, percentages, averages, ratios and proportions; trade formulas in applied Algebra and Trigonometry; as pertaining to the area of instruction. Thirty Clock Hours. One Semester Hour.
- VEL 1611 — SHOP SAFETY—Personal and team safety; safe use of hand and power tools of the trade, safe testing procedures, safe dress and habits; safe handling of the material of the trade; as pertaining to the area of instruction. Thirty Clock Hours. One Semester Hour.
- VEL 1124 — INTRODUCTION TO ELECTRONICS—An introduction to the basic concepts of electronics. Includes the theory and application of tube and semi-conductor rectifying devices, and electronic power supplies. Introduces the student to the use of electronic test equipment such as VOM's, oscilloscopes and function generators in laboratory exercises. One Hundred Twenty Clock Hours. Four Semester Hours.
- VEL 1224 — ELECTRONIC CIRCUITS—The theory and operating characteristics of: alternating current, inductance, capacitors, RLC circuits, A/C power, transformers and an introduction into semi-conductor devices; in laboratory exercises. One Hundred Twenty Clock Hours. Four Semester Hours.
- VEL 1324 — ELECTRONIC CONTROL DEVICES—The theory and operating characteristics of transistors and tubes and of special control devices such as the SCR, UJT, diode and integrated circuits, all tested under

laboratory conditions, but designed to see the application as industrial control. One Hundred Twenty Clock Hours.

- VEL 1400 — ELECTRONIC CONTROLS—The analysis interpretation and troubleshooting of electronic control diagrams. Introduces the student to digital control-devices circuits. Students will fabricate motor control projects. Ninety Clock Hours. Three Semester Hours.
- VEL 1401 — APPLIED MATH—A basic unit of instruction for electrical trade occupation program; problem solving as applied to the trade in whole numbers, fractions, decimals, percentages, averages, ratios and proportions; trade formulas in applied algebra and trigonometry; as pertaining to the area of instruction. Thirty Clock Hours. One Semester Hour.
- VEL 1402 — SHOP SAFETY—Personal and team safety; safe use of hand and power tools of the trade, safe testing procedures, safe dress and habits; safe handling of the material of the trade; as pertaining to the area of instruction. Thirty Clock Hours. One Semester Hour.
- VEL 1403 — INDUSTRIAL MOTOR CONTROL—Theory, operation and application of hardware and circuitry used in industry for the control of electric motors. Includes relays, contactors, various types of starters, pilot devices, timing devices and other related circuits. Ninety Clock Hours. Three Semester Hours.
- VEL 1404 — ELECTRIC MOTORS (D/C)—Theory, operation and application of alternating current generators and motors. Ninety Clock Hours. Three Semester Hours.
- VEL 1405 — ELECTRIC MOTORS (D/C)—Theory, operation and application of direct current generators and motors. Ninety Clock Hours. Three Semester Hours.
- VEL 1406 — SHOP SAFETY—Personal and team safety; safe use of hand and power tools of the trade, safe testing procedures, safe dress and habits; safe handling of the material of the trade; as pertaining to the area of instruction. Thirty Clock Hours. One Semester Hour.

## MACHINE SHOP

This program is designed to prepare the student for machinist trades to enter the field of entry level. The student will be able to work with blueprints, shop mathematics and machines to include lathes, shapers, milling machines, grinders, drills, uses of precision instruments, methods of machining and heat treating.

- VMB 1111 — ORIENTATION AND SAFETY—To include purpose and use, safe operation, controls, limitations and history and development of machine shop equipment. Thirty Clock Hours. One Semester Hour.
- VMB 1213 — BASIC BLUEPRINT READING—To include practical print reading on three view drawings, visible outlines, dimensions, edges, invisible edges, angles, scales, symbols, projections, circles, decimals, auxiliary views, threads and fasteners. Ninety Clock Hours. Three Semester Hours.
- VMB 1313 — BENCH WORK AND LAYOUT—Practical work to include measuring tools, use of other tools such as, hammers, screwdrivers, wrenches, hacksaws, chipping, filing, layout angle plate, parallel clamps, gauges, punches and calipers. Ninety Clock Hours. Three Semester Hours.



- VMS 1418 — ENGINE LATHE—Practical work to include construction, functions of the lathe, lathe sizes, operations, types, parts, cutting materials, thread and thread cutting, terms, class of fit, machine setting, thread measuring, operation of gears and calculations. Two Hundred Forty Clock Hours. Eight Semester Hours.
- VMS 1512 — PRECISION MEASUREMENT SYSTEMS AND INSTRUMENTATION—Course work to include measurement systems, English and metric, starting the basic fraction and going through the 4th decimal place. Ninety Clock Hours. Two Semester Hours.
- VMS 1123 — METAL SAWING PROCESS—Practical work to include hand saw, construction, applications and blade types, band blade welding attachment, basic operations and the reciprocating hacksaw. Ninety Clock Hours. Three Semester Hours.
- VMS 1223 — BLUEPRINT READING—To include machine shop practice, auxiliary views, threads and fasteners, gears, working drawings in detail and assembly pictorial in isometric, oblique and perspective. Ninety Clock Hours. Three Semester Hours.
- VMS 1328 — VERTICAL MILLING AND JIG BORER—To include vertical mill construction alignment of head, alignment of vise, machining surfaces, slots and keyways, vertical mill operations and attachments. Also, to include the jig borer and the calculations, layout and machining processes thereof. Two Hundred Forty Clock Hours. Eight Semester Hours.
- VMS 1423 — DRILLING MACHINES—Practical work to include drill types, parts of drills, drill press, reaming, alignment, counterbores, countersinks, tapping in a drill press, pulleys, and tapers. Ninety Clock Hours. Three Semester Hours.
- VMS 2138 — HORIZONTAL MILLING—Practical work in advanced use of milling machine, milling speeds, feeds, depth of cut, collets, taper shank, index head and operations, helical and spiral milling, spur gear and bevel gears. To include cutting of pitch, tooth parts, and nomenclature. Two Hundred Forty Clock Hours. Eight Semester Hours.
- VMS 2235 — METALLURGY AND PHYSICS OF METAL CUTTING—Practical work to include properties and use of ferrous metals, metal production and refining, chemical nature of steel, SAE numbering system, high speed steel, non-ferrous metal and alloy to include copper, tin, zinc, lead, aluminum, bronze and brass. One Hundred Fifty Clock Hours. Five Semester Hours.
- VMS 2334 — SPECIAL PROCESSES—To include electrical machining processes and electro chemical processes, process theory. Application to machining trade, advantages and disadvantages, application of these processes. One Hundred Twenty Clock Hours. Four Semester Hours.
- VMS 2142 — CUTTING TOOLS AND CUTTING FLUIDS—Carbide Cutting tools, the manufacture and usage. Selecting proper grade, tool geometry, cutting speeds and feed, grinding and shaping the tool. Cutting fluids, purpose and advantages. Types, functions and application. Sixty Clock Hours. Two Semester Hours.
- VMS 2248 — GRINDING MACHINES—Practical work to include makeup, types of grinders, grinding wheels to components, abrasive, bonds, and

mounting wheels, standard diamonds and carbides, principles of grinding to include surfaces, truing, dressing, roughing, finishing cuts, lubricants, cylindrical cuts and other cuts. Two Hundred Forty Clock Hours. Eight Semester Hours.

VMS 2344 — BRAZING AND WELDING—Practical work in brazing to include materials, chemical content, flux, metal preparations, heat applications and compounds. Arc welding to include basic arc, types of machines, settings, arc and its effect, types of joints, types of welds, gas welding and cutting to include torch adjustment, heat, tips, hose and connections, acetylenes and rod types. One Hundred Twenty Clock Hours. Four Semester Hours.

VMS 2448 — SHAPER—Practical work with the shaper construction parts, shaper value, lubrication, feed speeds, tool head, shaper cutting tools, how to hold shaper work, vertical and angular cuts and dove tails. Ninety Clock Hours. Three Semester Hours.

## MASONRY

### FALL

VMA 1113 — HISTORY OF MASONRY, TOOLS, EQUIPMENT & MASONRY MATERIALS — Fundamentals of history, safety, tools and equipment, & materials used in masonry trades. Practical work with tools and masonry materials. Ninety Clock Hours. Three Semester Hours.

VMA 1217 — BONDS, PATTERNS & TEXTURE AND WALL TYPES — Practical work on layout of bonds, patterns, types of wall, block walls, brick walls, chase walls and metal tied walls. Two Hundred Ten Clock Hours. Seven Semester Hours.

VMA 1317 — MASONRY CONSTRUCTION AND CLEANING — Practical work to include wall design, quality of materials, specifications of flashing, waterproofing, installation of expansion joints. Using the process of removing stains and burrs from finished masonry. Powders or stains, use of hydrochloric acid. Two Hundred Ten Clock Hours. Seven Semester Hours.

### SPRING

VMA 1123 — METHODS OF ESTIMATING—Classroom and practical work to include estimating by using square feet and cubic feet method. Mortar, brick, sand, etc. Ninety Clock Hours. Three Semester Hours.

VMA 1227 — REINFORCED MASONRY—Practical work to include compression, shear, tension, measurement of compression and tension and pounds per square inch, grout and reinforced steel. Two Hundred Ten Clock Hours. Seven Semester Hours.

VMA 1327 — CHIMNEYS AND FIREPLACES—Practical work in the planning and construction of fireplaces to include size, types, and components. Two Hundred Ten Clock Hours. Seven Semester Hours.



## REFRIGERATOR &amp; AIR-CONDITIONING

- VAR 1114 — **SOLDERING, BRAZING, WELDING, PIPE AND FLARE TUBING**—Practical work in the use of hand tools for cutting and shaping tube and connecting pipe and tubing, testing for leaks, installation of materials used in tubes and pipes, gasses and fluids. Practical work in the use of soldering, arc welding, gas welding, soldering materials, propane torch welding rods both gas and electric, machine settings, flame adjustment and metal thicknesses. One Hundred Twenty Clock Hours. Four Semester Hours.
- VAR 1124 — **BASIC COMPRESSION SYSTEMS AND SERVICING**—Practical work in relation to pressurizing and leak testing, safety in working with the system, actual testing of pressurized systems, how to determine leaks with soap bubbles, halide torch and electronic detector, and other laws of refrigeration. Instruction will be given in the operation and servicing of the total compression system. One Hundred Twenty Clock Hours. Four Semester Hours.
- VAR 1214 — **BASIC COMPRESSION REFRIGERATION**—Practical work in identification of compressors, evaporators, condensers, line connections, metering devices, condition of refrigerant systems, labeling of components, direction of refrigerant flow. One Hundred Twenty Clock Hours. Four Semester Hours.
- VAR 1224 — **COMPRESSOR CONSTRUCTION**—Practical work in cutting compressors open, identification of components, repairing and re-sealing sealed compressors, open compressors, cylinders, pistons, connecting rods, crank shafts, valves, seals, gaskets, lubrications, refrigerants, cycles and controls. Types of compressors to include: 1. reciprocating, 2. rotary, 3. screw type, 4. centrifugal. One Hundred Twenty Clock Hours. Four Semester Hours.
- VAR 1314 — **WIRING DIAGRAMS**—Practical work in the layout of wiring diagrams, drawing of diagrams, electrical circuits, color coding of wires, symbols, working with all types of wiring diagrams. One Hundred Twenty Clock Hours. Four Semester Hours.
- VAR 1415 — **DOMESTIC REFRIGERATION FUNDAMENTAL & WINDOW AIR-CONDITIONERS**—Practical work in use of terminology, window units and their makeup, wire sizes, color coding, capacities, disassembly and assembly of household air conditioning units. Also, practical work in disassembly and assembly of window units, current involved in window units, major components of compressors, controls of installation. One Hundred Fifty Clock Hours. Five Semester Hours.
- VAR 1324 — **THERMOSTATS**—Practical work in terminology use in thermostat work, types of thermostats and their components, heat anticipation, installation of wall thermostats, and thermostats for self control units. Cooling thermostats and thermostats for self control units. Cooling thermostats, heating and combination thermostats, furnace control, humidity control, refrigerant control and timers. One Hundred Twenty Clock Hours. Four Semester Hours.

- VAR 1434 — **ELECTRIC MOTORS AND CONTROLS**—Practical work in magnetism makeup, safety, and parts of a motor. Single phase, 3-phase and types of each. Motor data, belt tension, disassembly and assembly of motor, motor control to include principles circuit, relays, and starting control, overload protection and solid-state controls. One Hundred Fifty Clock Hours. Five Semester Hours.
- VAR 1434 — **REFRIGERANTS AND CONTROLS**—Practical work in energy conservation unit, Charles' Law, effects of pressure on evaporation, refrigerant tools and materials, requirements and classification of refrigerants, selection of proper type, and amount of refrigerant, expansion valve, pressure control, low and high, capillary tube control, fittings, check valves, condenser, suction and pressure valves. One Hundred Twenty Clock Hours. Four Semester Hours.
- VAR 1434 — **COMMERCIAL SYSTEMS**—Practical work in load distribution, commercial installation troubleshooting and repair, hermetic units, condensers, motors and controls, removing air moisture, leak detecting, cooling, heating, frozen food units. One Hundred Fifty Clock Hours. Five Semester Hours.
- VAR 1434 — **INTRODUCTION TO HEAT**—Practical work in the background knowledge in early applications, body comfort, reverse cycles, heat controls, circuits, types of controls, systems checkout procedures, leakage, condensers, motor controls. One Hundred Twenty Clock Hours. Four Semester Hours.
- VAR 1434 — **GAS AND ELECTRIC HEAT**—Practical work in installation and repair of gas units and electric units, make-up, disassembly and assembly, gas codes, electric codes, loads, controls, applications, service problems, and safety of gas and electric heating. One Hundred Twenty Clock Hours. Four Semester Hours.
- VAR 1444 — **LOAD CALCULATIONS**—Practical work to include sources of heat, cooling, heat load estimating, identification of units for heating and cooling, components, symbols, proper function of the system, design and layout of a heating and cooling system, oils and technical characteristics of commercial units. One Hundred Twenty Clock Hours. Four Semester Hours.
- VAR 1444 — **AIR DISTRIBUTION & DUCT DESIGN**—Practical work in design installation of ducts, duct size, size of outlets, instruments, ventilation requirements, blowers, motor size, noise, drafts, and technical characteristics. One Hundred Twenty Clock Hours. Four Semester Hours.
- VAR 1444 — **HEAT PUMP**—Practical work on the makeup of the heat pump, the purpose, theory installation, operation, the performance, controls, reversing valves and schematics, figuring loads, layout of systems, duct and outlet sizes, disassembly and assembly of. One Hundred Twenty Clock Hours. Four Semester Hours.
- VAR 1445 — **TROUBLESHOOTING & REPAIR OF AIR AND HEAT SYSTEMS & CUSTOMER RELATIONS**—Practical work in problem solving in control air, heat and combination units, controls used on both, air and heat systems, mechanical function, replacement of parts and regasing of units. One Hundred Fifty Clock Hours. Five Semester Hours.



## WELDING

## FALL

VWE 1111 — BASIC ARC WELDING—Practical work in the use of machine, machine setting, use of electrodes, metallurgical properties, welds, vertical welds, joints and preparation of plates. Three Hundred Thirty Clock Hours. Eleven Semester Hours.

VME 1213 — BASIC GAS WELDING—Practical work in the use of equipment, gas settings, tools, cylinders, flames, thickness of metals, rods and types of joints. Ninety Clock Hours. Three Semester Hours.

VWE 1313 — ACETYLENE CUTTING—Practical work in cutting of metal, flame and temperature settings, blow pipe cutting, nozzle regulators and thickness of metal. Ninety Clock Hours. Three Semester Hours.

## SPRING

VWE 1126 — INERT GAS — TIG—Practical work in tungsten inert gas shielded arc and metal inert gas welding, machines and equipment, rods and wire, flow meters, electrodes, aluminum welding, horizontal vertical and overhead welding, stainless steel, low carbon steel, testing and inspection. One Hundred Eighty Clock Hours. Six Semester Hours.

VWE 1226 — SHORT ARC WELDING—Practical work in short arc welding or solid core wire. Type of machine to be used and setting of the machine. The types of wire to be used for the job, the flow of the gas and the type of gas to be used, type of steel to be welded with solid core wire. One Hundred Eighty Clock Hours. Six Semester Hours.

VME 1325 — ADVANCED ARC WELDING—Job requirements, nature of wear problems, selecting hard surfacing materials, processes used in manual metal arc and metal spraying. One Hundred Fifty Clock Hours. Five Semester Hours.

## OTHER VOCATIONAL CLASSES

VOC 1410 ACCOUNTING I — A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. 127.5 clock hours. 12.75 CEU'S.

VOC 1420 ACCOUNTING II — A continuation of Accounting I. Prerequisite Accounting 1410. 127.5 clock hours. 12.75 CEU'S.

VOC 1210 BUSINESS MATHEMATICS — Emphasis is placed on the study of the fundamental processes, fractions, decimals, percentage, and problem solving. The application of these fundamental processes is applied toward the problems of business which the student will encounter in the various commercial fields. 85 clock hours. 8.5 CEU'S.

VOC 1110 TYPEWRITING I — Mechanism and care of the typewriter, its operation, keyboard drills to gain speed and accuracy, and introduction to letter forms. Students with a year of high school typewriting cannot receive credit for this course. 85 clock hours. 8.5 CEU'S.

VOC 1120 TYPEWRITING II — Advanced drills for speed and accuracy, letter forms, telegrams, and other business forms, and manuscript typewriting. 85 clock hours. 8.5 CEU'S.

VOC 1310 BUSINESS ENGLISH — A review of correct English usage including parts of speech, word choice, punctuation, and capitalization. It emphasizes those aspects of English that are directly applicable to the writing of effective business letters. 85 clock hours. 8.5 CEU'S.

VOC 1120 TYPEWRITING II — A continuation of secretarial course 1120. 85 clock hours. 8.5 CEU'S.

VOC 1310 RECORDS MANAGEMENT — Basic principles and practice that lead toward intelligent and efficient performance in managing and using records in the office. 51 clock hours. 5.1 CEU'S.

VOC 1710 OFFICE APPLICANCES — Instruction and practice in the operation of office equipment including transcribing machines, electronic typewriters, magnetic card selectric typewriters, duplicators, and copying machines. 85 clock hours. 8.5 CEU'S.

VOC 1810 OFFICE MACHINES — Instruction and practice in the operation of adding and calculating machines. Problem-solving activities, machine programming, and an extensive review of basic mathematics. 85 clock hours. 8.5 CEU'S.

VOC 1030 BUSINESS COMMUNICATIONS — Study and practice in writing different types of business letters and reports with emphasis on correct spelling, grammar, punctuation, and clarity of communication. 85 clock hours. 8.5 CEU'S.

## CONTINUING EDUCATION

### ACADEMIC AND TECHNICAL EVENING CLASSES

Regular college courses are offered on campus and off campus in the evening at various locations in the college district including Carthage, Forest, Louisville, Philadelphia, and Choctaw Central High School near Philadelphia. The same instructional standards are maintained, and the same tuition and fees apply as stated in the catalog for campus day students. In addition, the following courses are offered only in the evening.

## BANKING AND FINANCE

BFT 1113 — PRINCIPLES OF BANKING OPERATIONS — Fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the profession in a broad (and operational) perspective. Descriptive orientation intentional. (3 hour lecture). Three semester hours credit.

BFT 1123 — MONEY AND BANKING — Practical aspects of money and banking and the basic monetary theory. Historical treatment minimum. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal poli-



cy, balance of payments, and foreign exchange, showing their relations on the banking industry in affecting yield curves and the structure of portfolios. (3 hour lecture). Three semester hours credit.

**BFT 2113 — ANALYZING FINANCIAL STATEMENTS** — Organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. Review of basic accounting principles for financial statement analysis. Three lectures. Three semester hours credit.

Continuing education courses are offered in areas of skill development, skill upgrading, and personal interest where traditional courses do not meet the needs. Classes are organized on demand. When interest is expressed and it is determined that 15 or more people desire instruction, a class can usually be organized. Those completing such courses establish continuing education units (one CEU per ten clock hours of instruction). In addition to the establishment of CEU credit, the college grants individual certificates of completion for the courses.

Such courses not already included in the catalog will be added in the form of addenda as they are developed.

### ART

**ART 110 — BEGINNING PAINTING** — A studio course designed for the beginner pertaining to the use and knowledge of various painting media as well as decorative crafts. 3 CEU's credit.

**ART 210 — BEGINNING CERAMICS** — A studio course designed for the beginner pertaining to the use and knowledge of various clays in hand building three dimensional art objects. An application of ceramic glaze and firing procedures will also be included. 3 CEU's credit.

## VOCATIONAL EVENING CLASSES

The Evening Division of the Vocational Department is established primarily for the purpose of supplementary training of people already employed. Those who are interested in improving their present skills, learning new skills, or learning a new trade should enter the evening program. A certificate is issued to a person upon successful completion of each of the following courses. Other courses will be established as the need arises, either on campus or an in-plant training, both supplementary and preparatory. The courses will vary in length and carry Continuing Education Units. (One CEU per ten clock hours of instruction).

### BUSINESS AND OFFICE

**FILING** — Three hours per evening, one evening per week for ten weeks. Instruction as well as actual practice in filing is given in the following areas: filing, system, coding, indexing, equipment, and materials. Three CEU.

**TYPING I** — Three hours per evening, one evening per week for sixteen weeks. Instruction as well as actual practice in typing is given in the following

areas: mechanisms and care of the typewriter, its operation, keyboard skills, and introduction to letter forms. Five CEU.

**TYPING II** — Three hours per evening, one evening per week for sixteen weeks. Instruction as well as actual practice in typing is given in the following areas: advanced drills; letter forms, telegrams, and other business forms; and manuscript typewriting. Five CEU.

**SHORTHAND I** — Three hours per evening, one evening per week for sixteen weeks. Instruction as well as practice in shorthand is given in the theory and practice of Gregg Shorthand. The principles are applied by reading and writing shorthand with limited amounts of dictation and transcription from shorthand notes. Five CEU.

**SHORTHAND II** — Three hours per evening per week. A continuation of Shorthand I. Five CEU.

**OFFICE MACHINES** — Three hours per evening, one evening per week for sixteen weeks. Instruction and practice in the operation of the major types of adding and calculating machines; development of a working knowledge of the ten-key and full keyboard adding machines, rotary calculators and other mechanical office devices. Five CEU.

**OFFICE APPLIANCES** — Three hours per evening, one evening per week for sixteen weeks. Instruction and practice in the operation of office appliances, including stencils and spirit duplicators, transcribing machines, electric typewriters, mimeoscopes, and copying machines. Five CEU.

**BOOKKEEPING I** — Three hours per evening, two evenings per week for sixteen weeks. Instruction and practice in bookkeeping is given in the following areas: the bookkeeping cycle, special journals and subsidiary ledgers, recording special transactions, adapting bookkeeping methods to business. Ten CEU.

**BOOKKEEPING II** — Three hours per evening, one evening per week for sixteen weeks. A continuation of Bookkeeping I. Five CEU.

### TRADE AND INDUSTRIAL

**ELECTRICITY I, II, III & IV** — Three hours per evening, two evenings per week for sixteen weeks. Instruction and practice in the electrical trade to include the following areas: use of electrical tools and instruments, basic electricity, residential and commercial wiring, motor testing and overhaul, controls and related science. Ten CEU.

**MACHINE SHOP I, II, III & IV** — Three hours per evening, two evenings per week for sixteen weeks. Instruction and practice in machine shop to include the following areas: precision measuring instruments, tools, materials, heat treating, bench work, drilling machines, milling machines, lathes and shaper, jig, boring and girding machines, and abrasive and cutting fluids. Ten CEU when offered on campus. If offered in industry, length of course is determined by the industry.

**REFRIGERATION, AIR-CONDITIONING & HEATING I, II, III & IV** — Three hours per evening, two evenings per week for sixteen weeks. Instruction and practice in the A-C and Refrigeration trade to include the following areas: basic electricity, motors and controls, service tools, fundamentals of refrigeration, Compression systems and constructions, refrig-



erants and controls cabinets, materials, absorption systems, hermetic units, and commercial refrigeration and heating application. Ten CEU.

**WELDING I, II, III & IV** — Three hours per evening, two evenings per week for sixteen weeks. Instruction and practice in welding including arc, oxyacetylene welding and cutting in the following areas: welding tanks, rods, machine setting, stick welding, wire welding, gases, weld position and related information. Ten CEU when offered on campus. If offered in industry, length of course is determined by industry.

### OTHER

**CAKE DECORATION** — Two hours per night, one night a week for 10 weeks. 2 CEU. Instructions in making icing, frosting, and making decorating cones, and equipment, and making the following designs: sweet pea, clove basket, heart, wedding, bathing suit, doll, etc.

**COSTING IN FOOD SERVICE** — Three hours per evening, one evening per week for 8 weeks. 2.4 CEU. Instructions in management, development of skills, controls in budget, factors affecting the budget, labor cost, food cost, menus, recipes, ordering and purchasing, receiving, storing, portion control.

**AUTO MECHANICS (carburetor and electrical)** — Three hours per day for two days per week. 9.6 CEU. Instructions in fuel system, fuels, types of carburetors, types of fuel pumps, air cleaners and manifolds. Electrical system-magnetism and electricity, generators, ignitions, lighting, accessories and diagram reading and symbols.

**BLUEPRINT READING** — Three hours per night, one night a week for 16 weeks. 4.8 CEU. Instructions in fundamentals, lines, views, notes and specifications, dimensions, shapes, abbreviations and symbols, sections, details and assembly, precision instruments.

**EMERGENCY MEDICAL TECHNICIAN (EMT)** — Four hours per day for two days per week for 10-1/2 weeks. 9 CEU. Instructions in the role and responsibilities of the technician, use of equipment, airway obstruction and pulmonary arrest, resuscitation, cardiac arrest, bleeding, shock, wounds, upper fracture, lower fracture, injuries, childbirth and problems related to moving patients, environmental emergencies, auto accidents, operation of emergency vehicles, maintenance, records and reports, hospital procedures, responding to ambulance calls, testing at various intervals, comprehensive practice.

**MECHANICAL MAINTENANCE** — Instructions in elements of mechanics, lubrication of drive components, bearings, pumps, piping systems, basic hydraulics, hydraulic trouble-shooting, tools, measurements, trouble-shooting skills, pneumatics, blueprints and schematics. Length of course to be determined by industry.

**PERSONNEL MANAGEMENT** — Instructions in the management system, personnel program, staffing the organization, employee potential, behavior management, labor relations, remuneration, security, and management of the future. Length of course to be determined by the industry.

**SEWING MACHINE MECHANICS** — Instructions in machine makeup, technology, stitches, threads, machine parts, tension, needle bar, pressure

bar, disassembling, timing, needle guard, feeder adjustments and motor maintenance. Three hours per day, two days per week for 16 weeks. 9.6 CEU.

**SUPERVISORY TRAINING** — Instructions in history of company, the art of supervision, planning, organizing, directing and leadership, controlling, decision making, motivation, communication, team work, performance and role playing. Length of course determined by needs of industry.

**TAILORING** — Three hours per day for 1 day per week for 10 weeks. 3 CEU. Instructions in pattern and fabric selection; preparation in cutting, alterations, markings and stitching; construction and pressing methods for in-suitings and underlining; instructions in tailoring the jacket, coat, and shirt, and lining the garments.

**VOLUNTEER FIREMANSHIP** — Two and one-half hours per day for 4 days. 1 CEU. Instructions in fire triangle, travel, transfer of heat, exposure, chemistry of petroleum, fire, use of equipment, operation of truck, breathing equipment, fire stream, forceable entry and coordination of attack.

**CROCHET** — Two hours per evening, one evening a week for 8 weeks. 1.5 CEU. Instructions are given in the basic stitches of crochet. Further instructions are given on how to select the design of item to be made and the correct color and size of thread to use.



# EAST CENTRAL JUNIOR COLLEGE

## SUMMARY OF ENROLLMENT

### SUMMER SESSION 1984

#### DAY

Freshman Academic (Male 12, Female 16)	38
Sophomore Academic (Male 19, Female 18)	31
Freshman Technical (Male 4, Female 5)	09
Sophomore Technical (Male 0, Female 1)	03
Freshman Vocational (Male 45, Female 21)	66
Part-time Freshman Academic (Male 6, Female 6)	12
Part-time Sophomore Academic (Male 16, Female 18)	34
Part-time Freshman Technical (Male 4, Female 6)	10
TOTAL	197

#### EVENING

Part-time Freshman Academic (Male 17, Female 27)	44
Part-time Sophomore Academic (Male 2, Female 6)	08
Part-time Sophomore Technical (Male 2, Female 3)	05
TOTAL	57

#### IN PLANT

Vocational (Male 49, Female 31)	80
GRAND TOTAL	334

### SUMMER 1984 FRESHMAN STUDENTS ACADEMIC DAY FULL-TIME

Charles Dawn	Forest	Mangrum, James Darrell	Decatur
Richard Joe	Newton	May, Patti Suzanne	Decatur
Virginia Carol	Union	McNair, Velda Lois	Union
Carolyn	Philadelphia	Moncrief, Mirian Ann	Newton
Esther Ann	Philadelphia	Moore, Ronny L.	Philadelphia
Ferry Clay	Philadelphia	Pedigo, Jeff Horton	Louisville
Mary Lee	Philadelphia	Phillips, Kristie Lea	Forest
Busan Jane	Pulaski	Rea, Richard Irving	Philadelphia
Janet Denise	Philadelphia	Rohmann, Richard Allen	Newton
Artis	Newton	Smith, Debra Lynn	Conehatta
Ruth Ann	Morton	Thomas, James L.	Union
Don Coyt	Conehatta	Thompson, Kenneth Claude	Morton
Samuel A.	Union	Walker, Linda Beatrice	Lawrence
Bhawn Marie	Philadelphia	Williams, Parsy Ann	Newton

### SUMMER 1984 SOPHOMORE STUDENTS ACADEMIC DAY FULL-TIME

Mary Elizabeth	Sebastopol	Morris, Robert Earl	Pachuta
Isaac Lamar	Decatur	Mott, John G.	Decatur
Nancy Gail	Union	Nichols, Karen Dalene	Union
Michael Floyd	Hickory	Risher, Laurie D.	Philadelphia
Joan Elise	Union	Robbins, Tatle Jane	Hickory
Manley Ross	Newton	Sampsel, Michael Holden	Philadelphia
Jack, J. Jr.	Morton	Simmons, Daniel Greogory	Newton
Billy	Lake	Sisson, Richard Kimberly	Philadelphia
John	Walnut Grove	Skinner, Vickie Lynn	Newton
Rita Breazeale	Newton	Stewart, Carla Cassandra	Philadelphia
David Allen	Decatur	Stewart, Melissa Jean	Philadelphia
Thomas Rowan	Forest	Strebeck, Sarah Lois	Decatur
Melissa A.	Union	Tadlock, Martha Ellan	Morton
Henry Travis, Jr.	Union	Taylor, Mary Felicia	Newton
Harry Nelson	Noxapater	Trapp, Rory Eugene	Philadelphia
Don Glynn	Carthage	Wall, Susan E.	Decatur
Tanya Wona	Conehatta	Williamson, Dayna Renee	Philadelphia
Danny Alexander	Union	Wyatt, Vicky L.	Decatur
Garry Richard	Conehatta		

### SUMMER 1984 FRESHMAN STUDENTS TECHNICAL DAY FULL-TIME

Patricia Ann	Walnut Grove	Taylor, Judy Ann	Lake
Richard Carol	Conehatta	Thomas, Cindy	Philadelphia
Harry Franklin	Sebastopol	Walter, Kurt Gordon	Forest
Tami Lynn	Forest	Williams, Alex Randolph	Conehatta
Richardson, Ginger Kay	Conehatta		



**SUMMER 1984  
SOPHOMORE STUDENTS  
TECHNICAL DAY  
FULL-TIME**

Rogers, Shelia Lynn ..... Philadelphia

**SUMMER 1984  
FRESHMAN STUDENTS  
VOCATIONAL DAY  
FULL-TIME**

Addikson, Bridget Sorrell .....	Louisville	Manning, Bruce Allen .....	Lawrence
Amos, C. D., Jr. ....	Decatur	Martin, Kenneth Rene .....	Noxapater
Anderson, Mack Hayes .....	Conehatta	Martin, Matthew Glenn .....	Conehatta
Berryman, Edgar Albert .....	Carthage	Massey, Herbert Lavon .....	Carthage
Boulton, Helen Williams .....	Newton	McClendon, Patricia Ann .....	Lawrence
Boydston, Richard .....	Louisville	McNair, Rusty Lee .....	Carthage
Chaney, James Alvin .....	Little Rock	Mitchell, Lee Quincy, Jr. ....	Meridian
Craig, Michael James .....	Morton	Moore, Freida .....	Newton
Crocker, Pamela Annette .....	Union	Moore, Larry Everette .....	Union
Crowther, Oliver F., Jr. ....	Newton	Moore, Mariel Gwendolyn .....	Noxapater
Davis, Charlie Cagle .....	Louisville	Myers, Jeff Davis .....	Forest
Dorman, Leia Angela .....	Meridian	Peacock, Margaret Ann .....	Union
Gales, Willie .....	Forest	Perritt, Herman, Jr. ....	Lawrence
Gardner, Carl Andrew .....	Forest	Reed, James R. ....	Philadelphia
Goss, Jimmy Dale .....	Union	Roper, Lisa Dianne .....	Philadelphia
Griffin, Sarah .....	Newton	Shoemaker, Jimmy Doyle .....	Decatur
Griffin, Tracey Lynn .....	Hickory	Sikes, Douglas Arnold .....	Meridian
Gunn, Alan Lamar .....	Carthage	Smith, Milton C. ....	Conehatta
Haralson, Bethany Gail .....	Newton	Stewart, Ricky Carl .....	Philadelphia
Hayes, Charles Bernard .....	Forest	Thomas, Clifford Wayne .....	Conehatta
Hillman, Melissa K. ....	Hickory	Thomas, John Earl .....	Hickory
Hollingsworth, Charles P. ....	Lake	Thompson, Richard .....	Philadelphia
Hoye, Grady .....	Union	Townsend, Terri Elisabeth .....	Forest
Hunter, Robert Lee .....	Union	Upton, Brian Scott .....	Newton
Jackson, Sandra Sue .....	Decatur	Vandevender, Thomas C. ....	Preston
Johnson, Charlie R. ....	Decatur	Walker, Quincy C. ....	Lawrence
Jolly, Anthony Glyn .....	Carthage	Walters, Cheryl Lynn .....	Toomsoda
King, Pamela Faye .....	Louisville	Warren, Samuel Jeffery .....	Pulaski
Kittrell, Betty J. ....	Morton	Wash, David L. ....	Decatur
Knighton, William Roy .....	Louisville	Wash, Mark Anthony .....	Newton
Latham, Wanda Gail .....	Forest	Weidman, Kevin Graham .....	Rose Hill
Lee, Eddie L. ....	Newton	Whisenant, Sandra Lee .....	Philadelphia
Loper, Beverly Carol .....	Rose Hill	Willis, Francis Dean .....	Forest

**SUMMER 1984  
FRESHMAN STUDENTS  
ACADEMIC DAY  
PART-TIME**

Duett, Larry Del. ....	Union	Herrington, Marcus Lee .....	Union
Graham, Mary Lee .....	Philadelphia	Liggett, Michael Robert .....	Newton

Lisa R. ....	Newton	Vance, Betty Gail .....	Newton
Wendell Morris .....	Union	Vance, Rita Kay .....	Conehatta
Wendy .....	Decatur	Vines, Kathy J. ....	Philadelphia
James L. ....	Union	Yarbrough, Roger Todd .....	Newton

**SUMMER 1984  
SOPHOMORE STUDENTS  
ACADEMIC DAY  
PART-TIME**

Christopher R. ....	Union	Jolly, Jeffery Wayne .....	Edinburg
Sharon Dawn .....	Union	Lepard, Teresa Gail .....	Philadelphia
Jason Hiram .....	Decatur	Luke, Danny Alexander .....	Union
Joan Elise .....	Union	May, Robert Arnold, Jr. ....	Decatur
Jennifer S. ....	Philadelphia	McMillan, Arthur Horace .....	Newton
Shaffer Allen .....	Philadelphia	Nichols, Karen Dalane .....	Union
Stanley Ross .....	Newton	Reeves, Nita A. ....	Carthage
Penelope M. ....	Decatur	Rigdon, Alesia Deann .....	Union
Wanda Jeanne .....	Decatur	Rogers, Judson Allen .....	Newton
Michael Eugene .....	Newton	Seal, Susan D. ....	Philadelphia
Shannon D. ....	Lawrence	Simmons, Daniel Gregory .....	Newton
Harry Nelson .....	Noxapater	Stokes, Timothy Christian .....	Union
Gail Nizamussin .....	Conehatta	Strebeck, Sarah Lois .....	Decatur
Tanya Wona .....	Conehatta	Thorne, Lee Ann .....	Decatur
Ralph D. ....	Union	Vance, Katrina Lynn .....	Union
Harlene Ann .....	Conehatta	Wall, Susan E. ....	Decatur
JoAnn Anthony .....	Decatur	Willis, Marty Warren .....	Newton

**SUMMER 1984  
FRESHMAN STUDENTS  
TECHNICAL DAY  
PART-TIME**

Patricia Ann .....	Walnut Grove	Rea, Richard Irving .....	Philadelphia
Richard Carol .....	Conehatta	Richardson, Ginger Kay .....	Conehatta
Marsha Buntyn .....	Union	Rogers, Judson Allen .....	Newton
Tami Lynn .....	Forest	Vance, Betty Gail .....	Newton
Philip Dewayne .....	Decatur	Wilson, Alison Yongue, III .....	Newton

**SUMMER 1984  
SOPHOMORE STUDENTS  
TECHNICAL DAY  
PART-TIME**

Tracy O'Neil .....	Newton	Gardner, Lisa Gaye .....	Carthage
Tommy Joe .....	Forest	Harrell, Peggy Sue .....	Sebastopol
Linda Gail .....	Union		



EAST CENTRAL JUNIOR COLLEGE  
REGULAR SESSION 1984-85  
DAY ACADEMIC SOPHOMORES  
FULL-TIME

Adair, Christopher R.	Union
Adams, Cynthia Ann	Carthage
Alford, Ellen Suzanne	Philadelphia
Allen, Jimmy Todd	Louisville
Amos, Calvin	Union
Anderson, Quanite Demetri	Newton
Arinder, George Wayne	Forest
Armstrong, Pammy L.	Walnut Grove
Bailey, Christie Marie	Philadelphia
Barrett, Debbie Lynn	Union
Bassett, Michael D.	Philadelphia
Baucum, Cheryl Lynn	Decatur
Beard, Joe Stewart	Carthage
Bell, Johnny Wayne	Forest
Blount, Kenneth M.	Philadelphia
Bounds, Jon Earle	Newton
Brashear, Nancy Gail	Union
Breedlove, Sharon Dawn	Union
Brown, Jana Marie	Carthage
Brown, Michael Glynn	Newton
Brumett, Gene A., Jr.	Union
Bryant, William David	Forest
Cade, Edwin Paul	Noxapater
Chambers, Beverly Jean	Lena
Childs, Farris Gene, Jr.	Louisville
Cline, Kenneth Edward	Louisville
Cline, Michael Wayne	Louisville
Coker, Victor Ladell	Newton
Coleman, Sherry Ann	Forest
Coleman, Susan Marie	Newton
Coleman, Toney Rickey	Marrero, LA
Cooksey, Wanda Dianne	Lake
Corkren, Gregory Earl	Tuscaloosa, AL
Cox, Amy Marie	Lake
Crick, Teresa Ann	Louisville
Denham, Stanley Ross	Newton
Dickerson, Kenny Ray	Decatur
Dickerson, Penelope M.	Decatur
Dobson, Mary Denise	Newton
Dolan, Richard Adam	Morton
Dooley, Lisa Leonora	Louisville
Dunn, Perry Clay	Philadelphia
Edwards, Bennett Dee, Jr.	Philadelphia
Edwards, Charles Mac, II	Conehatta
Edwards, Jackie Lynn	Union
Eichelberger, Andrea Joy	Louisville
English, Annie Elaine	Union
Evans, Alton Ray	Carthage
Ezell, Wanda Jeanne	Decatur
Farrell, Julius	Walnut Grove
Farrell, Marty	Walnut Grove
Freeny, Joseph Andrew	Union
Fulton, John Fitzgerald	Philadelphia
Fulton, Laura Denise	Philadelphia
Gallaspy, Becky Lynn	Union
Gallaspy, Paul Karandez	Union
Garvin, Andrew Bruce	Wurtland
Gentry, Kathy Marie	Philadelphia
Gill, Johnny T.	Walnut
Gilmer, Chris Charles	Union
Gipson, Mona Ann	Louisville
Goss, Ricky Dale	Union
Gray, Melissa A.	Union
Greenwood, Charles Ray	Noxapater
Griffith, Ricky Allen	Ashland
Griffiths, Susan Jane	Forest
Grissom, Robert Austin	Decatur
Hagaard, John Thomas	Louisville
Hall, Pamela Juanita	Newton
Hamil, Lisa J.	Union
Hand, Jeffery Allen	Newton
Hardy, Sarah Goforth	Philadelphia
Hare, Gary Franklin	Sebastopol
Harkins, Michael Joseph	Ocala
Harris, Britt Alan	Decatur
Hartness, Robin Leanne	Louisville
Hathorn, Cassandra Evette	Louisville
Henry, John Kevin	Union
Herrington, Marcus Lee	Union
Hillman, Tanya Wona	Conehatta
Hines, Paul Lamar, Jr.	Forest
Holder, Melissa Carol	Louisville
Holladay, William, III	Blountsville
Hollingsworth, Rhonda Pat	Lake
Holmes, Annie Fean	Louisville
Horton, Clifton Alfred, Jr.	Harper
Hudson, Marree Louise	Noxapater
Hull, Teresa Ann	Decatur
Hurley, Ralph D.	Union
Isaac, Darlene Ann	Conehatta
Jackson, Janet Denise	Philadelphia
Johnson, Artis	Newton
Johnson, Lonnie G.	Philadelphia
Johnson, Tammy Lynn	Philadelphia
Johnston, Joann Anthony	Decatur
Ladd, Sherry Jo	Philadelphia
Lee, Tammy D.	Lake
Lett, Pamela Donice	Conehatta
Lewis, Kacia Maria	Conehatta
Lique, Roger Merrill	Philadelphia
Long, Michael David	Carthage
Love, Ella M.	Louisville

Arnold, Jr.	Decatur	Skinner, Vickie Lynn	Newton
Bandy	Noxapater	Smith, Angela Delphine	Decatur
Belle Weldon	Forest	Smith, Debra Lynn	Conehatta
Bland, Darlene Mitchell	Newton	Sparkman, Starry Leigh	Carthage
Bland, Arthur Horace	Newton	Spence, Arthur Mike	Newton
Bledsoe, Lois	Union	Stephens, Gerald Brent	Thomasville, AL
Brown M.	Decatur	Stewart, Carla Cassandra	Philadelphia
Mark Forrester	Louisville	Stojkovic, Michael Robert	Tuscaloosa, AL
Stanley Lewis	Louisville	Taylor, Judy Ann	Lake
Christopher	Newton	Taylor, Mary Felicia	Newton
Marvin	Lake	Thaggard, Anson Lee	Philadelphia
Elizabeth	Decatur	Thames, Curtis Darnell	Union
Charles Gary, Jr.	Union	Thompson, Derinda Dale	Morton
Charles	Decatur	Thompson, Kenneth Claude	Morton
Hester Phillip	Carthage	Thorne, Lee Ann	Decatur
James Glen	Lawrence	Tingle, Jimmy	Philadelphia
Jeffrey K.	Decatur	Trapp, Rory Eugene	Philadelphia
Lynn	Carthage	Triplett, Jennifer Alesia	Louisville
Phillip Dewayne	Decatur	Turner, Matthew Lenny	Louisville
James David	Riverdale, GA	Underwood, Thomas Louis	Sebastopol
Andy Ann	Forest	Vance, Katrina Lynn	Union
Lee	Forest	Walker, Dianne Nona	Decatur
William Neal	Philadelphia	Walker, Johnny Alexander	Louisville
Alvin Terry	Carthage	Wall, Susan E.	Decatur
Alasia Deann	Union	Wallace, Cheryl Lynn	Louisville
Laurie D.	Philadelphia	Warren, Laura Lvonne	Philadelphia
Ginger Lynn	Louisville	Weeks, Steven Lee, Jr.	Noxapater
Charles David	Louisville	Weems, Charlotte A.	Lake
Patricia Ann	Newton	Williams, Alex Randolph	Conehatta
Karla P.	Decatur	Williams, Amy Louise	Little Rock
Andy	Decatur	Williams, Douglas Hillman	Newton
Debbie Carol	Union	Williams, Joe E.	Decatur
Brenda S.	Decatur	Willis, Marty Warren	Newton
Willie Davis	Louisville	Wilson, Patricia M.	Collinsville
Mary Diana	Union	Winstead, Sharon Michelle	Forest
Andrea Lynn	Decatur	Woodard, Melody Gail	Union
Daniel Gregory	Newton	Wyatt, Vicky L.	Decatur
Wanda Lyn	Philadelphia	Yarbrough, Roger Todd	Newton

EAST CENTRAL JUNIOR COLLEGE  
REGULAR SESSION 1984-85  
DAY ACADEMIC FRESHMAN  
FULL-TIME

Isabrah Ann	Pulaski	Alford, Mitchell Eugene	Philadelphia
Patricia Ann	Walnut Grove	Amis, George Carl	Decatur
Christopher John	Philadelphia	Anderson, Henry	Philadelphia
Jerry Darnell, Jr.	Carthage	Anderson, Tracey Annette	Newton
Paula Diane	Philadelphia	Arledge, Neva Lynn	Philadelphia
Tammy Reneea	Philadelphia	Arrington, Sharon Diane	Newton
Joseph Michael	Decatur	Austin, Sharlee Dawn	Forest
Richard Lamar	Oxford	Autrey, Charylne Michele	Brewton, AL
Byron Craig	Little Rock	Autry, John Gregory	Forest
Jason Brown	Forest	Bailey, Elizabeth Gaylynn	Philadelphia



Baker, Deangelas	Louisville
Bane, Pamela Jean	Union
Banks, Jerry	Carthage
Barrett, Mary Ann	Noxapater
Bates, Jimmy Wayne	Philadelphia
Beard, Thomas Gregory	Carthage
Beasley, Robert C.	Chunky
Beeland, Richard Joe	Newton
Bender, Bobbie Nell	Louisville
Bishop, Thomas Wiley	Union
Blass, Gregory S.	Little Rock
Blocker, Harold Robert	Philadelphia
Bobbitt, Bridgett	Forest
Bobo, Amanda Carol	Philadelphia
Body, Bridget Aneitia	Forest
Boggan, Michael Wayne	Newton
Bolin, Jane Elizabeth	Carthage
Bolton, Sharon Renee	Newton
Booker, Thomas Leroy, III	Philadelphia
Bowie, Beverly Jane	Lena
Boykin, Richard Carol	Conehatta
Breland, Patty Sue	Union
Brewer, Gregory Chuck	Philadelphia
Bridges, Cynthia G.	Philadelphia
Brittain, Lori Jonnette	Forest
Brooks, Ronald Glenn	Carthage
Brown, Michael Wayne	Carthage
Bryant, Danny Ray, Jr.	Louisville
Buckley, Brenda Ann	Union
Burkes, Demetra	Forest
Burkes, Joe Davis, III	Philadelphia
Burkes, Tabby S.	Philadelphia
Burnside, George Presley	Carthage
Burnside, Lisa Palokas	Carthage
Byars, Jay Edwin	Carthage
Carlyle, James S., III	Newton
Caron, Jennifer Jo	Forest
Carter, Gregory	Forest
Carter, John Scott	Philadelphia
Cash, Patricia A.	Morton
Chamblee, Pamela M.	Carthage
Chamblee, Philip Alan	Carthage
Chaney, Michelle Lee	Decatur
Cheatham, Mark	Philadelphia
Chiple, Margaret Ashlie	Carthage
Clair, Tony Teresa	Philadelphia
Clark, Sonya Leigh	Union
Clark, Teresa Ann	Forest
Clemons, Kathy Lynn	Philadelphia
Cleveland, Carl Amos	Decatur
Cleveland, Richard Willia	Decatur
Coleman, Ruby Lee	Forest
Collins, Tony Ray	Newton
Comans, Barney Dale	Sebastopol
Copeland, Pamela Jo	Philadelphia
Covington, Tammie Marie	Philadelphia

Crawford, Eddie Neal	Forest
Crawford, Lisa Kaye	Forest
Crick, Teresa Ann	Forest
Crouther, Ollie Steven	Forest
Culpepper, Sherry Lee	Forest
Davis, Stan D.	Forest
Dawkins, Alice Ruth	Forest
Dennis, Marguerite	Forest
Donald, Janet	Forest
Doss, Clinton Keith	Forest
Duett, Mark Axel	Forest
Dukes, Melissa Jane	Forest
Durant, Hartford David	Forest
Edwards, Dennis	Forest
Edwards, Tammy Lynn	Forest
Eichelberger, Andrea Joy	Forest
Eichelberger, Carl Sedric	Forest
Eichelberger, Pamela L.	Forest
Elderidge, Mark Tammy	Forest
Farmer, Barbara Ann	Forest
Fields, Frances Harrison	Forest
Flake, Mark Winfred	Forest
Fletcher, Teresa Lee	Forest
Ford, Hope Amandia	Forest
Franks, J. Kim	Forest
French, Jason Scott	Forest
Fulton, Martha Kay	Forest
Gaines, Kerry Coker	Forest
Ganann, Donna Sue	Forest
Gates, Loretta	Walnut Grove
Germany, Kimberly Dawn	Conestoga
Germany, Nelda Joyce	Conestoga
Germany, Stephen Boyd	Jack
Gill, Yvette	Louisville
Gordon, Teresa Deloris	Union
Grant, James Kevin	Conestoga
Gray, Phoebe Lynne	Philadelphia
Greenwood, Lisa Marie	Noxapater
Griffin, Brenda G.	Morton
Griffin, Evelyn Darline	Philadelphia
Griffiths, Susan Jane	Forest
Grove, Michael	Carthage
Gunn, Maxwell Thomas	Union
Gunter, Mary Joyelynn	Newton
Hall, Eddie	Carthage
Hamil, Kimberly Sue	Philadelphia
Hanna, Sara Constance	Carthage
Hardy, James S.	Philadelphia
Harkins, Michael Joseph	Forest
Harrell, Lori Ann	Decatur
Harrison, Ronald Wade	Little Rock
Harrison, Warren Daniel	Forest
Harthcock, Rebecca Lynn	Newton
Hawthorne, Angie	Louisville
Hayes, Edward Allen	Carthage
Hayes, Randy Earl	Forest

McCool	Convent, LA
Malone, Gregory Todd	Carthage
Mangrum, James Darrell	Decatur
Mapp, Pamela Melise	Laurel
Marler, James Thomas	Morton
Marlin, Carol Denise	Conehatta
Marshall, Willie Norris	Louisville
Martin, Billie Jean	Kosciusko
Mask, Brian	Philadelphia
Mason, Marcia Gaye	Newton
Matthews, Peggy Sue	Noxapater
May, Cindee Michelle	Lawrence
McCool, Angela Dawn	McCool
McCune, Connie R.	Lawrence
McElhenny, Brooks Troy	Decatur
McFarland, Carl Ernie	Carthage
McGee, Mary Ann	Newton
McKee, Todd Kirkland	Dekalb
McLeod, Billy R., Jr.	Wilmer, AL
McMullan, Leah Melanie	Houston, TX
McNair, Donna L.	Philadelphia
McNair, Gregory Michael	Union
McNichols, Elizabeth	Union
Meeks, Angie Denese	Lake
Metts, Lasheane A.	Louisville
Miley, Tracy Norman	Carthage
Miller, Donna Kay	Philadelphia
Milling, Patricia M.	Decatur
Mills, Michael Anthony	Helena, AR
Mitchell, Dorothy J.	Lena
Mitchell, Stanley Lewis	Louisville
Monk, Lynda Merle	Lawrence
Montgomery, Stephen T.	Harperville
Moore, Charles Scott	Carthage
Moore, Rhonda	Carthage
Morgan, Romana Trapp	Decatur
Morrow, Patricia Ann	Walnut Grove
Morrow, Valerie	Newton
Moseley, Regina Leanne	Lake
Mowdy, Sylvia Ann	Philadelphia
Myatt, Celeste Leta	Philadelphia
Myatt, Verli Denise	Philadelphia
Myers, Katrina Dione	Morton
Nicholson, Velinda	Newton
Nolen, Summer	Newton
Nowell, Gregory Keith	Philadelphia
Nunn, Michael	Louisville
Oglesby, Jacqueline D.	Louisville
Owens, Monica Donnette	Morton
Pace, Tobias Edward	Forest
Parker, Monica Lynn	Saginaw, MI
Parker, Rickey Dewayne	Morton
Patterson, Melanie Jane	Philadelphia
Paulk, Darron Develle	Fosters, AL
Pierce, Edgar Michael	Noxapater
Pillsbury, Annette Smith	Decatur



Posey, Melissa Ann	Lake	Thames, Alice Faye	Forest	Debra Lynn	Forest	Myers, Lynn Hunter	Conehatta
Powell, James T.	Union	Thames, Olive Doloros	Carthage	Camela Marline	Carthage	Owens, Monica Donnette	Morton
Pullin, Melinda K.	Union	Thomas, James Mitchell	Newton	Joie Dell	Newton	Peoples, Lisa Gail	Walnut Grove
Ray, David	Houma, AL	Thomas, Lawrence Darin	Lake	Janis Paulette	Lake	Permenter, Ronald David	Forest
Rea, Richard Irving	Philadelphia	Thompson, Debra Rena	Philadelphia	Terry Lamar	Philadelphia	Phillips, Terry Allen	Carthage
Reed, Tammy Michelle	Noxapater	Thompson, Philip Dwayne	Union	Gregory Scott	Union	Rawson, Sandra Kay	Morton
Reeves, Patty Dell	Decatur	Thorne, Johnnie Hendrick	Carthage	Young Lynn	Carthage	Ray, Charles	Houma, LA
Register, Herbert Lee	Morton	Thrash, Judy Ann	Philadelphia	Mike Craig	Philadelphia	Reid, Gayle Rhinewalt	Lena
Reiss, Bruce Michael	Newton	Thrasher, Mark Anthony	Philadelphia	Barbara Ann	Philadelphia	Richardson, Ginger Kay	Conehatta
Richardson, Nona Deweese	Union	Townsend, Sethia Arnez	Lawrence	David Tracy	Lawrence	Richardson, Tywonna	Philadelphia
Robbins, Kirk	Milwaukee, WI	Tune, Theresa Dawn	Forest	Donald Jeffrey	Forest	Rush, Margaret Ann	Union
Roberts, Melanie Denise	Forest	Union, Anita Cheree	Lake	James Earl	Lake	Sistrunk, Stanley Jasper	Philadelphia
Roberts, Sharron Kay	Forest	Usry, Stephen Michael	Louisville	John Keith	Louisville	Smith, Otis Derrell	Philadelphia
Robertson, Karen Lynn	Morton	Vaughn, William Harold	Union	Marsha Buntyn	Union	Snowden, Tamalyn M.	Decatur
Robinson, Ruby Doris	Forest	Viverette, Paula Denise	Newton	Marie G.	Newton	Snowden, Tamalyn M.	Decatur
Roland, Alben David	Morton	Wade, Sonyia L.	Philadelphia	Marsha May	Philadelphia	Standridge, Lloyd Ray	Little Rock
Rush, Willie Clifton	Philadelphia	Walker, Billy Ray	Philadelphia	William Robert	Forest	Stone, Kimberly Ann	Lake
Rushing, Frank Carroll	Union	Walker, Linda Beatrice	Forest	Harry Marshon	Forest	Terry, Myrtle A Lene	Philadelphia
Rushing, Molly Annette	Lake	Ware, Gregory Paul	Carthage	Sandy Lanette	Carthage	Thames, Olive Doloros	Union
Sanders, Greg	Centreville, AL	Warren, Henry C.	Louisville	George Pearl	Louisville	Thomas, Cindy	Philadelphia
Sandifer, Brenda S.	Decatur	Wash, Sandy Faye	Hickory	Glenn, Jr.	Hickory	Thomas, James L.	Union
Scarborough, Shanan Leigh	Carthage	Watkins, Jeffrey Lamar	Carthage	David Ray	Carthage	Townsend, Terri Elisabeth	Forest
Sears, Kenneth Wayne	Philadelphia	Weaver, Pattie Suzanne May	Union	Joseph Anne	Union	Triplett, Anette	Noxapater
Sellers, Marsha Lynn	Little Rock	Welch, Kendall Philander	Philadelphia	Donald Troy	Philadelphia	Tubby, Kenny L.	Philadelphia
Sessums, Louise	Morton	Wells, Charmin Charnell	Newton	Michael A.	Newton	Turner, Teresa Lynn	Forest
Sessums, Terry Maxwell	Union	White, Sharon Denise	Sturgis	William T.	Union	Turner, Teresa Lynn	Brewton
Shepard, Michael L.	Carthage	White, Sheldon Jerome	Union	Vera Ellen	Union	Vance, Betty Gail	Newton
Shurden, Larry Taylor	Louisville	Whitfield, Inger L. R.	Philadelphia	Michael E.	Philadelphia	Viverette, Paula Denise	Union
Smith, Angela Annette	Madden	Whitlock, Ethel Marie	Noxapater	Patricia Nell	Noxapater	Waggoner, Cecilia M.	Forest
Smith, Corrinia Kay	Carthage	Wilkerson, Sally Danita	Newton	John Earl	Newton	Walter, Kurt Gordon	Forest
Smith, Jacob Scott	Louisville	Williams, Alex Randolph	Decatur	Betty Jo	Decatur	Wash, Sandy Faye	Forest
Smith, James Scott	Decatur	Williams, Annette	Lawrence	Kathy Jo	Union	Westerfield, David	Morton
Smith, Jeffery Lynn	Decatur	Williams, David Lee	Newton	Michael Gene	Philadelphia	White, Lawrence L.	Union
Smith, Michael Parrish	Laurel	Williams, Kenneth Dewain	Little Rock	Charlene	Philadelphia	Wilkerson, Tonya Patricia	Forest
Smith, Otis Derrell	Philadelphia	Williams, Patsy Ann	Noxapater	Emily Michelle	Walnut Grove	Williams, Angela	Forest
Scokey, Richard Dale	Philadelphia	Williams, Tracy Leigh	Newton	Peggy Sue	Noxapater	Williams, Bradley Dean	Walnut Grove
Spivey, Felicia Marie	Walnut Grove	Williamson, Alicia Carol	Philadelphia	Terri Lynn	Forest	Williams, Grace L.	Forest
Steele, Darell R.	Philadelphia	Williamson, Jeffrey Scott	Louisville	Pamela Delorise	Lake	Williams, Loretta Lynn	Conehatta
Sterling, Alonzo	Tuscaloosa, AL	Winzer, Carla E.	Decatur	Edward L.	Lawrence	Williamson, Marty	Little Rock
Stokes, Tonia Renee	Union	Wolverton, Anna Ruth	Carthage	Angelia Marie	Carthage	Willis, Lisa Annette	Forest
Taylor, Anita Rochelle	Decatur	Wooten, William Eugene	Walnut Grove	Karen Deneen	Louisville	Windham, Terri Lynn	Decatur
Taylor, Jeffery Dee	Carthage	Wyatt, Cathy Camp	Philadelphia	Miriam Ann	Newton	Winstead, Betty Jeanne	Rose Hill
				Henny Ray	Carthage	Wisdom, Linda Sue	Woodward, OK
				Patricia Ann	Walnut Grove	Wolf, Teresia Carol	Forest
				Ernest Russell	Carthage	Wolverton, Gregory Keith	Union

**EAST CENTRAL JUNIOR COLLEGE  
REGULAR SESSION 1984-85  
DAY TECHNICAL FRESHMAN  
FULL-TIME**

Adams, Jerry Darrell, Jr.	Carthage	Blass, Gregory S.	Little Rock
Anderson, Sarrita	Forest	Bolton, Sharon Renee	Newton
Anderson, Thomas Lee	Walnut Grove	Brooks, Jacquelyn B.	Lake
Anderson, Willie David	Preston	Brooks, Lori Anne	Carthage
Andrews, Myra Michelle	Conehatta	Brunson, Belinda Gail	Forest
Arthur, Richard Alan	Carthage	Burt, William Woody	Philadelphia

**EAST CENTRAL JUNIOR COLLEGE  
REGULAR SESSION 1984-85  
DAY TECHNICAL SOPHOMORES  
FULL-TIME**

Joe Dwayne	Noxapater	Bell, Tommy Joe	Forest
M. Elaine	Philadelphia	Boler, Lesia Ann	Union
Tracy O'Neal	Newton	Brown, Elizabeth	Newton



EAST CENTRAL JUNIOR COLLEGE  
REGULAR SESSION 1984-85  
DAY VOCATIONAL FRESHMAN  
FULL-TIME

Buflin, James Ladell ..... Forest  
Burnside, Sheila Wadean ..... Philadelphia  
Callahan, Thomas Michael ..... Carthage  
Coleman, Sherry Ann ..... Forest  
Crenshaw, Linda Gail ..... Union  
Cunningham, Donald A. .... Union  
Dolan, Annette ..... Morton  
Evans, Vivian Vaniette ..... Newton  
Farmer, Maria Annette ..... Philadelphia  
Gardner, Lisa Gaye ..... Carthage  
Gilmer, Amanda Lynn ..... Carthage  
Griffin, Sandy Jeanette ..... Union  
Guthrie, Tina Carol ..... Forest  
Haralson, Vicki Susan ..... Forest  
Hardin, Marsha Buntyn ..... Union  
Hardy, Sheila J. .... Union  
Harkins, Eliza Theresa ..... Carthage  
Harrell, Peggy Sue ..... Sebastopol  
Harrison, Tod Dwayne ..... Little Rock  
Hegwood, Daniel Shane ..... Union  
Hewitt, Sonya Nanette ..... Carthage  
Howington, Marsha S. .... Little Rock  
Hoyt, Teresa Darlene ..... Union  
Jefferson, Annie Joyce ..... Louisville  
Johnson, Tammy Lynn ..... Philadelphia  
Johnson, William Dale ..... Philadelphia  
Jones, Kimberly Elaine ..... Walnut Grove  
Keeton, Sharon Rhenae ..... Morton  
Lassetter, Dan Benjamin ..... Forest  
Lee, William Eric ..... Lake  
Lewis, Robert Michael ..... Philadelphia

EAST CENTRAL JUNIOR COLLEGE  
REGULAR SESSION 1984-85  
DAY VOCATIONAL SOPHOMORES  
FULL-TIME

Bryan, Andrew Lamar ..... Morton  
Bryan, Jason Hiram ..... Decatur  
Carmichael, Henry Oree ..... Newton  
Catchings, Don L. .... Carthage  
Clark, Robert Glynn ..... Philadelphia  
Crimm, Larry Lynn ..... Forest  
Fitzgerald, James Ricky ..... Decatur  
Glass, Tracy Lee ..... Louisville  
Hatch, Alan Dean ..... Morton  
Holditch, Lewayne ..... Union  
McDaniel, Garey ..... Lake  
McGee, Mark Alec ..... Forest

Lynn, George James ..... Forest  
Mangrum, Jean Kimberly ..... Forest  
Mayes, Kenneth Eugene ..... Forest  
McLaurin, Jill A. .... Forest  
Miller, Miki Chapman ..... Forest  
Miller, Penny Renee ..... Forest  
Milling, Melissa Denise ..... Forest  
Moore, Demetria ..... Forest  
Nickey, Diana Kaye ..... Forest  
Ogletree, Jeff Morgan ..... Forest  
Phillips, Terry Allen ..... Forest  
Pierce, Kenny Lee ..... Forest  
Pinter, Philip Dwayne ..... Forest  
Purvis, Cordie Elizabeth ..... Forest  
Rogers, Judson Allen ..... Forest  
Roland, James Daniel ..... Forest  
Sanders, Deborah Crane ..... Forest  
Sharplin, Brenda Joyce ..... Forest  
Shivers, Mollie Elaine ..... Forest  
Sparkman, Bridgett Lynne ..... Forest  
Spivey, Felecia Mae ..... Walnut Grove  
Sullivan, Gary Lee ..... Philadelphia  
Talbot, Mary Lynn ..... Louisville  
Thomas, James Theodore ..... Forest  
Thrasher, Mark Anthony ..... Louisville  
Vowell, Latricia Carol ..... Philadelphia  
Warren, Keith Laneil ..... Nossaman  
White, Jerridean ..... Nossaman  
Willis, Raymond, Jr. .... Philadelphia  
Wilson, Allison Yongue, III ..... Newton  
York, Christine Ann ..... Philadelphia

Moore, Darron ..... Forest  
Nickey, Diana Kaye ..... Forest  
Nye, William W. .... Philadelphia  
Oswald, Timothy Wayne ..... Forest  
Riley, Herbert Lee ..... Forest  
Riley, James ..... Forest  
Shilling, Leroy Edward ..... Pulaski  
Simoneau, Danny T. .... Louisville  
Thompson, Timothy Thurman ..... Philadelphia  
Upton, Brian Scott ..... Newton  
Wilson, William Lewis ..... Collinsville

Yvonne ..... Walnut Grove  
Ann ..... Walnut Grove  
Lynn ..... Meridian  
Lee ..... Decatur  
Lynn ..... Forest  
Jr. .... Decatur  
Parnell ..... Brent, AL  
Terrell ..... Lawrence  
Farnell ..... Tuscaloosa, AL  
Mandall James ..... Philadelphia  
Lafaye ..... Morton  
Denise ..... Morton  
Arinder ..... Forest  
O'Neal ..... Forest  
Lyn ..... Louisville  
George Thomas ..... Newton  
Maragret ..... Chunky  
Wanda G. .... Hickory  
Gregory ..... Philadelphia  
Lamar ..... Morton  
William ..... Morton  
Courtney ..... Longbeach  
Jay ..... Forest  
Troy Lynn ..... Decatur  
John Fitzgerald ..... Newton  
Donavon ..... Bay Springs  
Berick ..... Louisville  
James Alvin ..... Little Rock  
Robert Pascal ..... Louisville  
Ann ..... Decatur  
Billy Joe ..... Philadelphia  
Tommie Lee ..... Carthage  
Monty Lamar ..... Decatur  
Eugene ..... Pulaski  
James ..... Morton  
Oliver F., Jr. .... Newton  
Cagle ..... Louisville  
Madlin Louise ..... Little Rock  
Kenneth Craig ..... Satsuma, AL  
James Stacey ..... Louin  
Jimmie D. .... Philadelphia  
Marchelle ..... Louisville  
Marc Rogers ..... Louisville  
William Thomas ..... Pulaski  
Willie ..... Forest  
Fitzgerald ..... Louisville  
Tracy Lee ..... Louisville  
David ..... Louisville  
Mark Lemuel ..... Hickory  
Faye Parker ..... Decatur

Graham, Tammy Malyn ..... Forest  
Gray, Charlie Ray ..... Carthage  
Gray, Mary Ann ..... Forest  
Grimes, Phillip Mitchell ..... Carthage  
Hall, Robert ..... Carthage  
Haralson, Bethany Gail ..... Newton  
Harrall, Linda Gail ..... Newton  
Hastings, Geri Glynn ..... Meridian  
Hayes, Gerald Zawn ..... Louisville  
Hayes, James Charles ..... Forest  
Hayes, Racheal Dianne ..... Forest  
Henderson, Ethel Mae ..... Carthage  
Henry, Dwight ..... Carthage  
Hewitt, Sandy Lenette ..... Carthage  
Hickman, Randolph ..... Philadelphia  
Hillman, Melissa K. .... Hickory  
Hines, Milton R. .... Carthage  
Holder, Mark R. .... Louisville  
Holloway, Robert ..... Shreveport, LA  
Hoye, Grady ..... Union  
Huddleston, Ernest L. .... Little Rock  
Hunter, Robert Lee ..... Union  
Jenkins, Jeffery Ken ..... Carthage  
Jim, Randy Lee ..... Philadelphia  
Johnson, Bobby Keith ..... Philadelphia  
Johnson, Charlie R. .... Decatur  
Johnson, Pamela Rose ..... Decatur  
Johnson, William ..... N. Little Rock, AR  
Jones, Joe Clyde ..... Forest  
Jones, Lynda Vernice ..... Philadelphia  
Jones, Michael Fitzgerald ..... Philadelphia  
Killen, Robin R. .... Philadelphia  
Kinard, Angelia Annette ..... Louisville  
Kincaid, Darren Bernard ..... Louisville  
King, Carey Lynn ..... Carthage  
King, Ferry Lee ..... Conehatta  
Kohoutek, Ray Gerald ..... Newton  
Lanier, James Adrian ..... Little Rock  
Lanthrip, Jamie G. .... Forest  
Lee, Eddie L. .... Newton  
Lepard, Fulton Dwight ..... Philadelphia  
Lewis, Sherron ..... Philadelphia  
Little, Jessie D. .... Hickory  
Lloyd, Adam ..... Morton  
Logan, James Glenn ..... Lake  
Longmire, Woodrow ..... Forest  
Love, Leaster Ann (Lisa) ..... Louisville  
Manning, Bruce Allen ..... Lawrence  
Martin, Raymond C. .... Conehatta  
Massey, Herbert Lavon ..... Chunky  
McCree, Essie Rine ..... Newton



**EAST CENTRAL JUNIOR COLLEGE  
REGULAR SESSION 1984-85  
DAY ACADEMIC FRESHMAN  
PART-TIME**

Patricia A.	Morton	Matthews, Dorothy Dawn	Newton
J. Kim	Decatur	Posey, Margaret A.	Philadelphia
Tonia G.	Noxapater	Russell, Elizabeth Mapp	Forest
Shandra	Decatur	Smith, Shane C.	Union
Paul Van	Louisville	Thompson, Pam Gordy	Forest
Don Coyt	Conehatta	Upton, Patricia J.	Newton
Shirley Ann	Philadelphia		

**EAST CENTRAL JUNIOR COLLEGE  
REGULAR SESSION 1984-85  
DAY TECHNICAL SOPHOMORES  
PART-TIME**

Linda Meria	Newton	Rush, Margaret Ann	Union
Tracy Dianne	Forest		

**EAST CENTRAL JUNIOR COLLEGE  
REGULAR SESSION 1984-85  
DAY TECHNICAL FRESHMAN  
PART-TIME**

Mildred Carol	Hickory	Peacock, Freddy Lamar	Union
Phyllis Foley	Newton	Roebuck, Linda Diane	Newton

**EAST CENTRAL JUNIOR COLLEGE  
REGULAR SESSION 1984-85  
EVENING ACADEMIC FRESHMAN  
PART-TIME**

Bernard Lavelle	Philadelphia	Cauthen, Sharron Annette	Carthage
Francine	Philadelphia	Chickaway, Sherry Kay	Philadelphia
Linda Lou	Philadelphia	Clark, Ginger N.	Philadelphia
Lita Faye	Philadelphia	Copeland, Linda Gail	Philadelphia
Martha	Philadelphia	Davidson, Wanda Gayle	Philadelphia
Marie	Philadelphia	Dennis, Frances R.	Walnut Grove
Marie J.	Philadelphia	Dennis, Glenda M.	Philadelphia
Carlene	Philadelphia	Denson, Angela Joanne	Walnut Grove
Alexandra Louise	Philadelphia	Denson, Iva L.	Philadelphia
Myrtle	Carthage	Denson, Selma	Walnut Grove
Shirley A.	Philadelphia	Dixon, Danny Wilson	Carthage
Bartholomew	Philadelphia	Duett, Kay I.	Philadelphia
Phyllis Ann	Philadelphia	Ezelle, Patricia Ann	Philadelphia
Thonda Lou	Philadelphia	Farmer, Clara A.	Philadelphia
Bandra Jane	Carthage	Farmer, Rose Marie	Philadelphia
Gilbert Wayne, Jr.	Philadelphia	Fletcher, Sherry Dianne	Carthage
David Keith	Philadelphia	Flint, Phyllis John	Carthage

McCune, Paul Lewis	Newton
McElhenny, Randy D.	Decatur
McGee, Jonas Earl	Philadelphia
McIntosh, Elb Bennett	Decatur
McKinney, Gerald Keith	Philadelphia
McNair, Rusty Lee	Carthage
Meredith, Landerous G.	Collinsville
Mitchell, Harvey Randolph	Louisville
Mitchell, Lee Quincy, Jr.	Morton
Moore, Freida	Newton
Moore, Fritze Dewayne	Forest
Moore, Larry Everette	Union
Moore, Mariel Gwendolyn	Noxapater
Morgan, Kenny	Morton
Morris, Regena Lynn	Louisville
Moseley, Andre	Walnut Grove
Myricks, David Fornois	Carthage
Noblin, Milton	Forest
Nunn, Archie	Louisville
Peacock, Margaret Ann	Union
Permenter, William Brad	Philadelphia
Pernell, Todd Holman	Louisville
Perritt, Herman, Jr.	Lake
Quick, James Darrell	Carthage
Rash, Earnest Dee	Louisville
Reeves, Johnny E.	Decatur
Rhodes, L. C., Jr.	Jackson
Robinson, Jerry Pernail	Forest
Robinson, Reid Dewayne	Newton
Robinson, Tommy K. R.	Newton
Rutledge, Lori Alene	Meridian
Sanders, Roxan J.	Meridian
Savell, David Steve	Carthage
Schilling, Leroy Edward	Pulaski
Sherrod, Kenneth Lepatric	Louisville

**EAST CENTRAL JUNIOR COLLEGE  
REGULAR SESSION 1984-85  
DAY ACADEMIC SOPHOMORES  
PART-TIME**

Baker, Edward Phillip	Newton
Blackburn, Jimmy L., Jr.	Union
Crawford, Vicky Lawan	Philadelphia
Dickerson, Kenny Ray	Decatur
Edward, Bennett Dee, Jr.	Philadelphia
Hamilton, Frederick	Newton
Harrison, Ricky	Little Rock
Hollingsworth, James W.	Lake
Johnston, JoAnn Anthony	Decatur
Lepard, Teresa Gail	Philadelphia
Mayes, Steven Lee	Lake

Sims, Donald Ray	Philadelphia
Smith, James Dale	Philadelphia
Smith, William T.	Philadelphia
Solomon, Darryl Ray	Concord
Stevens, Harry Wayne	Concord
Steward, Sharon Irene	Decatur
Tabb, Andre	Decatur
Talley, Earl Eugene	Philadelphia
Taylor, James M.	Decatur
Thames, Paul Lyndon	Decatur
Thomas, Clifford Wayne	Concord
Thomas, Sandy Lynn	Meridian
Triplett, Coronda	Louisville
Triplett, Perry Dewayne	Carthage
Upton, Brian Scott	Decatur
Vines, Angelia Gayle	Philadelphia
Vivians, John Earl	Carthage
Waddell, Sharon Celisa	Concord
Wade, Darron D.	Meridian
Walker, Anthony Patrick	Decatur
Walker, Quincy	Lewis
Walker, Quincy C.	Lewis
Walters, Cheryl Lynn	Tomball
Ward, Ricky Lee	Carthage
Ware, John F.	Forest
Watkins, George Edward	Decatur
Weidman, Kevin Graham	Rose Hill
White, Phil Nathaniel	Forest
Whitebird, Malcolm J.	Philadelphia
Whitehead, Douglas Wayne	Louisville
Windham, Esther Lene	Decatur
Windham, Rickey Lee	Decatur
Windham, Tommy Ray	Pulaski
Winstead, David Lee	Union
Wright, Jeffery Allen	Louisville

McMullan, Brenda Garvin	Decatur
Moreau, Henry Otto II	Hickory
Parkes, Luke Lamar	Louisville
Roberts, Sharron Kay	Forest
Rowell, Patricia Ann	Newton
Sellers, Marsha Lynn	Little Rock
Smith, Glen Wayne	Meridian
Sinclair, Robert Michael	Forest
Sullivan, Gary Lee	Philadelphia
Wall, Susan E.	Decatur



Gibson, Jeanette Stephens	Philadelphia	Roth, Richard Rudolph	Philadelphia
Gibson, Judy L.	Philadelphia	Sam, Annie Kate	Philadelphia
Gibson, Sharon Ann	Philadelphia	Sam, Charlene	Washington
Grisham, Fannie Mae	Philadelphia	Sam, Peggy Ann	Philadelphia
Henry, Charles Doby	Philadelphia	Scott, Bridgett Renee	Philadelphia
Hickman, Allene	Philadelphia	Scott, Louella	Philadelphia
Hickman, Anna Sue	Philadelphia	Shumake, Sharon John	Philadelphia
Hickman, Elizabeth	Philadelphia	Smith, Vickie W.	Philadelphia
Isaac, Brenda J.	Philadelphia	Solomon, Chancellor	Philadelphia
Isaac, Cira Lynn	Philadelphia	Steve, Lucille	Philadelphia
Isaac, Esterlene	Philadelphia	Steve, Nellie	Philadelphia
Isaac, Kathy Nora	Philadelphia	Sullivan, Linda Sue	Philadelphia
Isaac, Ina M.	Philadelphia	Taylor, Linda Rose	Philadelphia
Jefferson, Shirley Ann	Carthage	Thomas, Henrietta Kay	Carthage
Jelen, Carla A.	Madden	Thomas, Madge Sue	Philadelphia
Jimmie, Donna Sue	Philadelphia	Thomas, Nancy Jane	Philadelphia
Jimmie, Joyce Lynn	Forest	Thompson, Benny Lee	Carthage
John, Edward L.	Philadelphia	Thompson, Gilbert Hank	Philadelphia
John, Rita P.	Philadelphia	Thorne, Johnnie Hendrix	Philadelphia
Jones, Sanders	Philadelphia	Truett, Dane Clark	Louisville
Kilpatrick, Toni Carol	Philadelphia	Tune, Donna Jean	Carthage
King, Adair	Conehatta	Vaughn, Nancy Marie	Philadelphia
Kyzar, Betty Lynn	Lena	Wallace, Beverly Ann	Philadelphia
Ladd, Patsy S.	Philadelphia	Watkins, D. Richardson	Philadelphia
Lewis, Joyce Marie	Philadelphia	Watkins, Peggy Annette	Philadelphia
Lilly, Tony Kevin	Philadelphia	Weaver, Sandra Kay	Philadelphia
Loden, Mary	Philadelphia	Wesley, Valmarie	Philadelphia
Loften, Pam Holley	Philadelphia	White, Susan D.	Philadelphia
Martin, Julia Yazzie	Philadelphia	Williams, Dinah Sue	Carthage
Martin, Shirley Ann	Philadelphia	Williams, Earlie Mae	Philadelphia
Mayes, Kent Lee	Decatur	Williams, Linda R.	Carthage
McMillan, Clara Ann	Philadelphia	Williamson, Betty Marie	Philadelphia
McMillan, Joy Ann	Philadelphia	Willis, Annette	Philadelphia
McNair, Donna L.	Philadelphia	Willis, Barbara Ann	Philadelphia
Mingo, Page Marie	Philadelphia	Willis, Gilbert	Carthage
Moore, David	Noxapater	Willis, Lamona Lisa	Philadelphia
Peden, Phyllis H.	Louisville	Willis, Marion Marie	Philadelphia
Ponder, Mildred Estelle	Union	Willis, Patricia Ann	Philadelphia
Reynolds, Bernita Joyce	Philadelphia	Wison, Betty	Carthage
Richardson, Karen Marie	Philadelphia	York, Dora H.	Philadelphia
Robertson, Billy Ray	Philadelphia	York, Janice Kay	Carthage

EAST CENTRAL JUNIOR COLLEGE  
REGULAR SESSION 1984-85  
EVENING ACADEMIC SOPHOMORES  
PART-TIME

Bell, Gina Marie	Philadelphia	Kennedy, Deborah Jean	Philadelphia
Isaac, Nannie Mae	Philadelphia	Reynolds, Bernita Joyce	Philadelphia
Isaac, Ina M.	Philadelphia	Roth, Richard Rudolph	Philadelphia
Johnson, Jacky Joseph	Newton	White, Linda L.	Philadelphia

EAST CENTRAL JUNIOR COLLEGE  
REGULAR SESSION 1984-85  
EVENING TECHNICAL FRESHMAN  
PART-TIME

Charlotte Ann	Union	Viverette, Peggy C.	Union
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# 1985

January							February							March					
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	
			1	2	3	4	5						1	2					
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	
														31					
April							May							June					
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	
		1	2	3	4	5	6				1	2	3	4					
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	
														30					
July							August							September					
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	
		1	2	3	4	5	6					1	2	3	1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	
28	29	30	31				25	26	27	28	29	30	31	29	30				
October							November							December					
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	
			1	2	3	4	5						1	2	1	2	3	4	5
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31			

## 1986

January						February							March						
S	M	T	W	T	F	S	M	T	W	T	F	S	S	M	T	W	T	F	S
												1							1
1	2	3	4			2	3	4	5	6	7	8	2	3	4	5	6	7	8
8	9	10	11			9	10	11	12	13	14	15	9	10	11	12	13	14	15
15	16	17	18			16	17	18	19	20	21	22	16	17	18	19	20	21	22
22	23	24	25			23	24	25	26	27	28		23	24	25	26	27	28	29
29	30	31											30	31					
April						May							June						
S	M	T	W	T	F	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5						1	2	3	1	2	3	4	5	6	7
8	9	10	11	12		4	5	6	7	8	9	10	8	9	10	11	12	13	14
15	16	17	18	19		11	12	13	14	15	16	17	15	16	17	18	19	20	21
22	23	24	25	26		18	19	20	21	22	23	24	22	23	24	25	26	27	28
29	30					25	26	27	28	29	30	31	29	30					
July						August							September						
S	M	T	W	T	F	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5							1	2		1	2	3	4	5	6
8	9	10	11	12		3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19		10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26		17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31				24	25	26	27	28	29	30	28	29	30				
						31													
October						November							December						
S	M	T	W	T	F	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4									1		1	2	3	4	5	6
8	9	10	11			2	3	4	5	6	7	8	7	8	9	10	11	12	13
15	16	17	18			9	10	11	12	13	14	15	14	15	16	17	18	19	20
22	23	24	25			16	17	18	19	20	21	22	21	22	23	24	25	26	27
29	30	31				23	24	25	26	27	28	29	28	29	30	31			
						30													



## APPLICATION FOR ADMISSION

EAST CENTRAL JUNIOR COLLEGE  
DECATUR, MISSISSIPPI 39327attach photo  
if available

Date \_\_\_\_\_

Student use only

Last name \_\_\_\_\_

First name \_\_\_\_\_

Middle name \_\_\_\_\_

Date of birth \_\_\_\_\_

Grade \_\_\_\_\_

Social Security Number \_\_\_\_\_

(print or type)

Last \_\_\_\_\_ first \_\_\_\_\_ middle \_\_\_\_\_

Home address \* (see below) \_\_\_\_\_  
number and street or route

City \_\_\_\_\_ state \_\_\_\_\_ zip code \_\_\_\_\_

Parent or Guardian Name \_\_\_\_\_

Address \_\_\_\_\_  
No. & St. or RFD \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip code \_\_\_\_\_

Home Phone \_\_\_\_\_ Sex \_\_\_\_\_ County \_\_\_\_\_ Date of Birth \_\_\_\_\_

Race \_\_\_\_\_ Religion \_\_\_\_\_

(important information - not used for admission)

High School \_\_\_\_\_ Date of Graduation \_\_\_\_\_

ACT Scores \_\_\_\_\_ GED \_\_\_\_\_  
(admission requirement)Eng. Math Socs N.Sci Comp  
(ACT NOT REQUIRED FOR VOCATIONAL)

Have you ever attended ECJC? \_\_\_\_\_ If so when \_\_\_\_\_

List of college previously attended \_\_\_\_\_

Are you eligible for admission to the last college attended? \_\_\_\_\_

When did you last attend college? \_\_\_\_\_

What semester do you plan to enroll? Summer \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_

Do you expect to enroll as a Freshman? \_\_\_\_\_ Sophomore? \_\_\_\_\_

Do you plan to live in the dormitory? \_\_\_\_\_ Are you enclosing \$25.00 room and key  
deposit? Yes \_\_\_\_\_ No \_\_\_\_\_

Roommate preference \_\_\_\_\_

Program of study desired \_\_\_\_\_

Health certificate must be filed with the Dean of Admissions before process is complete.

Mail to: Dean of Admissions, East Central Junior College, Decatur, Mississippi 39327.

Section 37-103-1 to 37-103-29, Mississippi Code of 1972 Annotated.

Signature of Applicant

Revision: Mar. 1983



## STUDENT HEALTH INFORMATION RECORD - TO BE COMPLETED BY STUDENT

Entering freshmen must have transcript mailed from high school after graduation. Transfers must have transcript mailed from college previously attended. Official transcripts must be mailed directly from a school official to the Dean of Admissions, East Central Junior College, Decatur, Mississippi 39327.

Have you had the American College Test? \_\_\_\_ If you did not list East Central as one of your choices of colleges to attend, arrangements should be made to have your test results forwarded to the Admissions office.

East Central Junior College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The college is in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and section 504 of the Rehabilitation Act of 1972. Dr. B.J. Tucker, the Academic Dean, Administration Building, P.O. Box 7, office telephone 635-2121 extension 204, East Central Junior College, Decatur, Mississippi 39327, and Mr. Denver Brackeen, Dean of Students, Student Services Building, P.O. Box 8, office telephone 635-2111 extension 204, East Central Junior College, Decatur, Mississippi 39327 have been designated as responsible employees in their respective areas to receive and investigate complaints and carry out responsibilities in conformity with the acts and their amendments. Inquiries or complaints may also be made to the director of the Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. 20013.

Send this record to: Dean of Admissions, East Central Junior College, Decatur, Mississippi before the beginning of the semester you plan to enroll. You cannot register until this report is received.

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Date \_\_\_\_\_

Address: Street & No \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Age \_\_\_\_\_ ☐ Freshman ☐ Sophomore

Do you plan to register at E.C.J.C.? (check one)  
☐ Yes ☐ No ☐ May 19 \_\_\_\_\_ ☐ Aug. 19 \_\_\_\_\_

## Check below if you have had or now have any of the following ailments:

<input type="checkbox"/> Sore Throat	<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Kidney Infection
<input type="checkbox"/> Stomach	<input type="checkbox"/> Frequent Colds	<input type="checkbox"/> Nervous Trouble
<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Bronchitis	
<input type="checkbox"/> Asthma	<input type="checkbox"/> Chest Pains	

Do you bleed excessively after surgery? ☐ Yes ☐ No

List medications to which you are now allergic:

List any medications you are now taking, and why?

List operations:

## FAMILY PHYSICIAN:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

NOTE: In general, what is the condition of your health?

I hereby authorize the campus nurse of East Central Junior College to administer routine medications and treatments or to refer this student to a physician at her discretion.

DATE \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE OF PARENT OR GUARDIAN: \_\_\_\_\_

NOTE: The completion of this form will be kept in the College Clinic. It is necessary that the information given on this form be correct so that the College Nurse can consider it valid.



Entering freshmen must have transcript mailed from high school after graduation. Transfers must have transcript mailed from college previously attended. Official transcripts must be mailed directly from a school official to the Dean of Admissions, East Central Junior College, Decatur, Mississippi 39327.

Have you had the American College Test? \_\_\_\_ If you did not list East Central as one of your choices of colleges to attend, arrangements should be made to have your test results forwarded to the Admissions office.

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EAST CENTRAL JUNIOR COLLEGE  
Decatur, Mississippi 39327  
**STUDENT HEALTH INFORMATION RECORD -- TO BE COMPLETED BY STUDENT**

Send this record to: Dean of Admissions, East Central Junior College, Decatur, Mississippi before the beginning of the semester you plan to enroll. You cannot register until this report is received.

Date \_\_\_\_\_

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Age \_\_\_\_\_ ☐ Freshman ☐ Sophomore

Do you plan to register at E.C.J.C.? (check one)  
☐ May 19 \_\_\_\_\_ ☐ Aug. 19 \_\_\_\_\_

Check below if you have had or now have any of the following ailments:

☐ Tuberculosis ☐ Kidney Infection

☐ Frequent Colds ☐ Nervous Trouble

☐ Bronchitis

☐ Chest Pains

Do you react excessively after \_\_\_\_\_ List medications to which you are now allergic: \_\_\_\_\_

☐ Yes ☐ No

Do you take any medications you are now taking, and why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHYSICIAN:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

10. In general, what is the condition of your health? \_\_\_\_\_

I hereby authorize the campus nurse of East Central Junior College to administer routine medications and treatments or to refer this student to a physician at her discretion.

DATE \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE OF PARENT OR GUARDIAN: \_\_\_\_\_

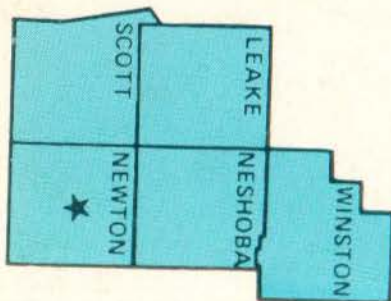
NOTE: The completion of this form will be kept in the College Clinic. It is necessary that the information given on this form be correct so that the College Nurse can consider it valid.





ADDRESS \_\_\_\_\_

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EAST CENTRAL JUNIOR COLLEGE  
DECATUR, MISSISSIPPI 39327



1986-88 CATALOG

EAST CENTRAL JUNIOR COLLEGE

**EJC**  
WITH YOU IN MIND





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# INFORMATION DIRECTORY

Mailing Address:

EAST CENTRAL JUNIOR  
COLLEGE  
DECATUR, MISSISSIPPI  
39327

Telephone Switchboard: (601) 635-2111 (Daytime)

Administrative, President, extension 200.

Admissions, Dean of Admissions and Records, extension 206.

Athletic Matters, Athletic Coordinator, extension 244.

Business and Industry Assistance, Industrial Coordinator, extension 265.

Business Matters, Business Manager, extension 208.

Counseling, Academic - extension 231, Vocational-Technical, extension 214.

Dormitory Accommodations, Director of Housing, extension 213.

Evening Programs - Dean of Instruction, extension 202.

Graduation, Dean of Instruction, extension 202.

Instructional Matters, Dean of Instruction, extension 202.

Scholarships, Student Jobs, and Other Student Services, Dean of Students, extension 204.

Student Aid, Director of Financial Aid, extension 218.

Summer School, Dean of Instruction, extension 202.

Transcripts, Schedules and Bulletins, Dean of Admissions and Records, extension 206.

Telephone - Evenings and Holidays

Security Guard

Athletic Department (if open)

Jackson Hall Hostess (if open)

Newsome Hall Hostess (if open)

Physical Plant (if open)

(601) 635-2121

635-2679

635-3237

635-2126

635-3246

—BULLETIN—

# EAST CENTRAL JUNIOR COLLEGE

Decatur, Mississippi

\*\*\*\*\*

## Accreditation

Southern Association of Colleges and Schools

American Association of Junior Colleges

Mississippi Association of Colleges

Mississippi Junior College Association

\*\*\*\*\*

## Seventy Second and Seventy Third

Annual Sessions

1986-87

1987-88

\*\*\*\*\*

(The College reserves the right to change any policies announced herein when deemed necessary.)



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## NON-DISCRIMINATION

East Central Junior College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The college is in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973.

## CHAPTER 1

ORGANIZATION  
BOARD OF TRUSTEES

## LEAKE COUNTY

Robert W. Brantley	Box 85, Madden, MS 39109
James Lane Williams	205 Allenwood Drive, Carthage, MS 39051
Paul Chancellor	Route 5, Box 127, Carthage, MS 39051
John Dickens	Leake Co. Supt. of Education, Carthage, MS 39051
Wiley K. Moore	Route 7, Box 246, Carthage, MS 39051
Ray J. Myers	Box 137, Lena, MS 39094

## NESHOPA COUNTY

W. E. Cliburn	Route 5, Box 341, Union, MS 39365
Wiley Kilpatrick	Route 5, Box 456, Philadelphia, MS 39350
Marjorie Copeland	Neshoba Co. Supt. of Education, Philadelphia, MS 39350
Anna E. McDonald	Route 2, Box 295, Philadelphia, MS 39350
Walter Rigdon	Route 3, Box 91, Union, MS 39365
Ralph Henry	308 Northwood Drive, Philadelphia, MS 39350

## NEWTON COUNTY

Eugene Buntyn	Route 2, Box 332, Union, MS 39365
Don Howington	Route 2, Box 265, Little Rock, MS 39337
Sam Bounds	Box 108, Lawrence, MS 39336
Ellen Wall	Newton Co. Supt. of Education, Decatur, MS 39327
J. T. Giles	P.O. Box 83, Decatur, MS 39327
John W. McMillan	Route 2, Box 159, Newton, MS 39345

## SCOTT COUNTY

Robert J. Miles	P.O. Box 24, Pulaski, MS 39152
A. F. Hollingsworth	Scott Co. Supt. of Education, Forest, MS 39074
John Rushing	P.O. Box 238, Forest, MS 39074
Mrs. Katie P. Measells	Route 3, Morton, MS 39117
Mrs. Joyce Harrison	Route 1, Box 53A, Forest, MS 39074
M. D. Weems	291 Second Avenue, Forest, MS 39074

## WINSTON COUNTY

Mrs. R. E. Clark	Route 5, Box 174, Louisville, MS 39339
Jerry Nance	Route 4, Box 162, Louisville, MS 39339
*Henry B. Hudspeth	306 Eastridge Drive, Louisville, MS 39339
Roy L. Roberts	Route 1, Box 60, Louisville, MS 39339
Leo Parker	Route 1, Box 226, Noxapater, MS 39346
Thomas Saterfiel	Route 6, Box 74, Louisville, MS 39339

\*Chairman



# EAST CENTRAL JUNIOR COLLEGE BOARD OF SUPERVISORS

## LEAKE COUNTY

James L. Freeny, Route 8, Box 173, Carthage, MS 39051 . . . . . Beat 1  
Jack Murphey, Route 2, Carthage, MS 39051 . . . . . Beat 2  
Dean Myers, 609 Valley Street, Carthage, MS 39051 . . . . . Beat 3  
Thomas Crane, Route 2, Box 271, Carthage, MS 39051 . . . . . Beat 4  
Jack Jones, Route 2, Walnut Grove, MS 39189 . . . . . Beat 5

## NESHOBA COUNTY

Willard Posey, Route 4, Philadelphia, MS 39350 . . . . . Beat 1  
Wallace B. Cox, Route 3, Philadelphia, MS 39350 . . . . . Beat 2  
Arlo Winstead, Route 3, Box 96, Union, MS 39365 . . . . . Beat 3  
Dale Reynolds, P.O. Box 67, Philadelphia, MS 39350 . . . . . Beat 4  
John Holley, Route 3, Box 36, Philadelphia, MS 39350 . . . . . Beat 5

## NEWTON COUNTY

Harold Hollingsworth, Route 1, Box 243, Decatur, MS 39327 . . . . . Beat 1  
Durwood Pinson, Route 2, Box 263, Little Rock, MS 39337 . . . . . Beat 2  
Henry Mack Smith, Route 2, Box 31, Union, MS 39365 . . . . . Beat 3  
Spurgeon Jones, Route 1, Box 25, Lawrence, MS 39336 . . . . . Beat 4  
W.E. Edwards, Route 1, Box 152-A, Hickory, MS 39332 . . . . . Beat 5

## SCOTT COUNTY

Monzell Stowers, Route 3, Box 118-4, Forest MS 39074 . . . . . Beat 1  
Powell Jones, P.O. Box 335, Forest, MS 39074 . . . . . Beat 2  
Jack I. Miles, Star Route, Morton, MS 39117 . . . . . Beat 3  
W.J. Measells, Jr., Route 3, Box 118, Morton, MS 39117 . . . . . Beat 4  
Isaac (Junior) Weems, Route 1, Box 199, Forest, MS 39074 . . . . . Beat 5

## WINSTON COUNTY

M.O. Boydston, P.O. Box 207, Louisville, MS 39339 . . . . . Beat 1  
Bob Goodin, Route 7, Box 237, Dekalb Road, Louisville, MS 39339 . . . . . Beat 2  
B.G. Hull, P.O. Box 88, Louisville, MS 39339 . . . . . Beat 3  
Larry Miller, Route 1, Box 295-B, Louisville, MS 39339 . . . . . Beat 4  
Devon Thomas, Route 1, Box 305, Noxapater, MS 39346 . . . . . Beat 5

# EAST CENTRAL JUNIOR COLLEGE ADMINISTRATION

**LODIE M. SMITH** . . . . . PRESIDENT (1985)  
A.A., East Central Junior College; B.S. and M.Ed., Mississippi State University; Ed.D., University of Southern Mississippi

**BRAD TUCKER** . . . . . DEAN OF INSTRUCTION (1951)  
A.A., East Central Junior College; B.S., M.S., Mississippi State University; further work at University of Southern Mississippi and University of Texas; Ed.D., Mississippi State University

**GENE DAVIS** . . . . . DEAN OF STUDENTS (1985)  
B.S., Ed.S., M.Ed. and M.Ed.S., Mississippi State University; further work at William Carey College

**HARVEY TRAPP** . . . . . BUSINESS MANAGER (1972)  
A.A., East Central Junior College; B.S. and M.P.A., Mississippi State University

**FRANK RIVES** . . . . . DEAN OF ADMISSIONS AND RECORDS (1953)  
A.A., Clarke College; B.S., Mississippi College; M.S., University of Mississippi; further work, University of Mississippi, Mississippi State University and University of Southern Mississippi

**O.L. NEWELL** . DIRECTOR OF VOCATIONAL-TECHNICAL INSTRUCTION (1961)  
A.A., Itawamba Junior College; B.S., M.S. and further work at Mississippi State University

**CHESTER CLARK** . . . . . ASSISTANT DIRECTOR OF VOCATIONAL-TECHNICAL INSTRUCTION (1969)  
A.A., East Central Junior College; B.S., Mississippi State University; M.Ed., Mississippi State University and further work at Mississippi State University and Mississippi College

**HARRY CARTER** . . . . . DIRECTOR OF PHILADELPHIA, NESHOBA COUNTY VOCATIONAL-TECHNICAL CENTER (1983)  
A.A., East Central Junior College; B.S., M.S., and further work at Mississippi State University

**ANDREW J. KILPATRICK** . . . . . ATHLETIC COORDINATOR (1982)  
B.S., University of Southern Mississippi; M.A., Mississippi College

**TERRY WALTON** . . . . . DIRECTOR OF PUBLIC INFORMATION (1984)  
A.A., East Central Junior College; B.S., University of Southern Mississippi



CLINTON RUSSELL . . . . . DIRECTOR OF MAINTENANCE (1988)  
A.A., East Central Junior College

LAWRENCE TINGLE . . . . . DIRECTOR OF SPECIAL SERVICES (1988)  
B.S., Alcorn State University, M.Ed., Mississippi State University; further  
work at University of Kansas and Jackson State University

## PROFESSIONAL STAFF

SARA ADAMS . . . COUNSELOR, PHILADELPHIA-NESHODA COUNTY  
VOCATIONAL-TECHNICAL CENTER (1983)  
B.A., University of Mississippi; M.A., University of Southern Mississippi;  
further work at Mississippi State University

JOHN ADCOCK . . . . . COUNSELOR, VOCATIONAL-TECHNICAL  
DIVISION (1978)  
B.S., University of Southern Mississippi; M.Ed., Delta State College;  
further work at Mississippi State University

ALFRED BAILEY . . . . . DIRECTOR OF VOCATIONAL INDIVIDUALIZED  
DEVELOPMENTAL SYSTEM (1971)  
B.S., University of Southern Mississippi; M.Ed. Mississippi State University;  
further work at University of Tennessee, Memphis State University,  
Memphis Area Vocational School and Memphis Technical School

ANN BURKES . . . . . LIBRARIAN (1969)  
A.A., East Central Junior College; B.S. and M.S. University of Southern  
Mississippi; further work at University of Southern Mississippi and  
Mississippi State University

BRENDA CARSON . . . . . DIRECTOR OF FINANCIAL AID (1983)  
A.A., East Central Junior College; B.S., M.Ed., Delta State University

JOE CLARK . . . . . DIRECTOR OF STUDENT HOUSING (1963)  
A.A., East Central Junior College; B.A., Livingston State College;  
M.Ed., Mississippi College; further work at Mississippi State University

HAL FULTON . . . . . COMPUTER SCIENCE (1985)  
B.S., M.S., University of Mississippi

JAMES HANSFORD . . . . . INDUSTRIAL COORDINATOR (1979)  
A.A.S., East Central Junior College; B.S., M.Ed., Mississippi State University

KEITH HICKS . . . . . DIRECTOR OF STUDENT ACTIVITIES (1980)  
A.A., East Central Junior College; B.S., Mississippi State University; further  
work at Mississippi State University

GLORIA JOHNSON . . . . . ASSISTANT LIBRARIAN (1978)  
B.S., Mississippi Valley State University; M.L.S., University of Mississippi;  
further work at Mississippi State University

RAYMOND McMULLAN . . . . . ACADEMIC COUNSELOR (1968)  
A.A., East Central Junior College; B.S. and M.Ed., University of Southern  
Mississippi; further work at University of Southern Mississippi and  
Mississippi State University

JUNE VAUGHN . . . . . ACCOUNTANT (1985)  
B.S., Mississippi State University

GAIL WOOD . . . . . ASSISTANT LIBRARIAN (1975)  
A.A., Hinds Junior College; B.A., University of California, Santa Barbara;  
M.S. University of Southern Mississippi; further work at University  
of Southern Mississippi

## FACULTY

CARRIE ANN ALFORD . . . . . ENGLISH (1969)  
B.S., M.A., Mississippi State University; further work at Mississippi State  
University

J.C. ARBAN . . . . . MATHEMATICS (1985)  
B.S., University of Southern Mississippi; further work at University of  
Southern Mississippi

ALFRED BAILEY . . . . . VOCATIONAL INDIVIDUALIZED  
DEVELOPMENTAL SYSTEM (1971)  
B.S., University of Southern Mississippi; M.Ed., Mississippi State University;  
further work at University of Tennessee, Memphis State University,  
Memphis Area Vocational School and Memphis Technical School

LARRY BLACKBURN . . . . . CARPENTRY AND CABINET  
MAKING (1975)  
A.A., East Central Junior College; B.S., University of Southern Mississippi;  
further work at University of Southern Mississippi

LILIA BRISENO . . . . . SPANISH (1985)  
B.S., Motolinia College



**ANN BURKES** . . . . . LIBRARY SCIENCE (1983)  
A.A., East Central Junior College; B.S., M.S., University of Southern Mississippi; further work at University of Southern Mississippi and Mississippi State University.

**BRENDA BYNUM** . . . . . BUSINESS TECHNOLOGY (1983)  
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University; further work at Mississippi State University

**BRENDA CARSON** . . . . . EDUCATION (1983)  
A.A., East Central Junior College; B.S., M.Ed., Delta State University

**THOMAS W. CARSON** . . . . . MUSIC (1983)  
A.A., East Central Junior College; B.M.E. and M.M.E., Delta State University

**CHESTER CLARK** . . . DRAFTING AND DESIGN TECHNOLOGY (1983)  
A.A., East Central Junior College; B.S., Mississippi State University; M.Ed., Mississippi State University; further work at Mississippi State University and Mississippi College

**JOE V. CLARK** . . MATHEMATICS AND PHYSICAL EDUCATION (1963)  
A.A., East Central Junior College; B.A., Livingston State College; M.Ed., Mississippi College; further work at Mississippi State University

**RICHARD W. CLARK** . . . . . MACHINE SHOP (1969)  
A.A., East Central Junior College; further work at Mississippi State University; Five year experience operating machine shop equipment

**WILLARD CLAY** . . . . . WELDING (1969)  
University of Southern Mississippi, Vocational Post Secondary Training; additional work in Welding Specifications from Industrial Educational Programs

**ALFORD DEATON** . . . . . PHYSICS (1968)  
B.S., M.Ed., Mississippi State University; further work at Mississippi State University and University of Mississippi

**KEITH DOSS** . . . . . AUTOMOTIVE MECHANICS, PHILADELPHIA-NESHOBA CENTER (1983)  
Certificates in Automotive Electrical and Motor Tune Up, Electronic Fuel Injection, Computer Command Control-Fundamentals, Computer Command Control-Advanced, Air Conditioning and Heating Systems, Professional Teaching Educational Course at Texas A & M University System, Advanced Inservice Instruction in Basic Skills in Teaching at Northeast Texas; Continuing Education at Mississippi State University; Member of Ford Motor Service Club and General Motors Inservice Training Club

**LARRY DURAN** . . . . . METAL TRADES, PHILADELPHIA-NESHOBA CENTER (1983)  
A.A., East Central Junior College; B.S., Mississippi State University; further work at Mississippi State University; Eleven years experience operating machine shop equipment

**BILLY EMMONS** . . . . . ELECTRICITY, PHILADELPHIA-NESHOBA CENTER (1983)  
A.A., East Central Junior College; further work at Mississippi State University; Twelve years military service-Electronic Technician; Fourteen years working experience in Industrial Electricity-Electronics

**RICHARD C. ETHRIDGE** . . . . . SOCIAL SCIENCE (1961)  
A.A. Clarke Memorial College; B.S., Mississippi College; further work at University of Southern Mississippi; M.A., Ph.D., Mississippi State University

**JESSIE M. EVERETT** . . . . . BUSINESS TECHNOLOGY (1956)  
A.A., East Central Junior College; B.S.C., M.S.C., University of Mississippi; further work at University of Mississippi, Georgia State College and Mississippi State University.

**RICHARD FISHER** . . . . . CHEMISTRY (1977)  
B.A., Cornell University; Ph.D., University of North Carolina at Chapel Hill

**HAL FULTON** . . . . . COMPUTER SCIENCE (1985)  
B.S., M.S., University of Mississippi

**MSG. LARRY GABBARD** . . . . . MILITARY SCIENCE (1985)

**LEESA GRAHAM** . . . . . MUSIC (1985)  
B.S., M.Ed., Mississippi State University

**LARRY GRESSETT** . . . . . PSYCHOLOGY (1985)  
A.A., East Central Junior College; B.S., M.Ed., Mississippi College

**SARA GRIFFIN** . . . . . COMPUTER TECHNOLOGY (1972)  
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University.

**SARAH GRIFFIN** . . . . . COSMETOLOGY (1984)  
Certificate, East Central Junior College, Cosmetology School; East Central Junior College, 750 hours-Teacher Training; Pre-Service Training at Mississippi State University; further work at Meridian Junior College; Seminars as required by State Board of Cosmetology



**J. BRUCE GURAEDY** . . . . . ARTS  
B.A., M.Ed., University of Southern Mississippi; further work at Mississippi State University and Mississippi College

**SHELBY L. HARRIS** . . . . . MATHEMATICS (1983)  
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University; further work at Tulane University, Florida State University, Mississippi College and University of Tennessee; Ed.D., University of Southern Mississippi

**RICKY HARRISON** . . . . . DRAFTING AND DESIGN TECHNOLOGY (1984)  
A.A.S., East Central Junior College; further work at Mississippi State University and University of Southern Mississippi

**SARA L. HEARD** . . . . . BIOLOGY (1988)  
B.S., Mississippi State College for Women; M.S., Mississippi College for Women; further work at Mississippi State University and University of Southern Mississippi

**HOWARD HERRINGTON** . . . . . CARPENTRY, PHILADELPHIA NESHOBA CENTER (1983)  
Continuing Education at Mississippi State University; sixteen years experience in carpentry and related fields of work

**GLEN HICKS** . . . . . ECONOMICS (1980)  
A.A., East Central Junior College; B.S., Mississippi State University; further work at Mississippi State University

**WAYNE HILL** . . . . . AUTOMOTIVE MECHANICS (1985)  
B.S., M.Ed., and further work at Mississippi State University; Certificates in Automotive Electrical Systems and Advanced Electronics with General Motors, Tune up and Special Systems, Blue Print Reading, Automotive Air Conditioning, Carburetion and Brake Systems, Plymouth Trouble-shooting, factory training with G.M., Ford and Chrysler; latest technology factory service training in hydraulic, pneumatic and diesel

**CHARLES W. HINSON** . . . . . MUSIC (1983)  
A.A., Copiah-Lincoln Junior College; B.M.Ed., University of Southern Mississippi; M.M.Ed., Louisiana State University; further work at University of Southern Mississippi

**ROBERTA HOLT** . . . . . BUSINESS ADMINISTRATION AND ACCOUNTING (1981)  
B.S., M.S., Mississippi University for Women; further work at Mississippi State University

**BRENDA JOHNSON** . . . . . COMPUTER TECHNOLOGY (1983)  
A.A., East Central Junior College; further work at Mississippi State University

**BORIA JOHNSON** . . . . . LIBRARY SCIENCE (1978)  
B.S., Mississippi Valley State University; M.L.S., University of Mississippi; further work at Mississippi State University and University of Southern Mississippi

**BOB KEEN** . . . . . COSMETOLOGY (1980)  
Certificate, East Central Junior College, Cosmetology School; East Central Junior College 750 hours - Teacher Training; Pre-Service Training at Mississippi State University; further work at Meridian Junior College and Mississippi State University; Seminars as required by State Board of Cosmetology

**WALLACE P. KEEN** . . . . . ELECTRONIC TECHNOLOGY (1983)  
B.S., University of Southern Mississippi; Officers Airborne Electronics Course, Keesler AFB, Academic Instructors Course, Air University; Guidance and Control of Missile Systems, Redstone Arsenal; Air Force Satellite Tracking and Control Western Development Labs; Apollo Guidance and Control System Marshal Space Flight Center; Computer Aided Manufacturing Systems, IBM: IBM Management Course; IBM Staff School; IBM Professional Development Course; Air Force Supervisors Course; further work at Mississippi State University

**ANDREW JAMES KILPATRICK** . . . . . PHYSICAL EDUCATION (1982)  
B.S., University of Southern Mississippi; M.A., Mississippi College

**GEORGE T. LYNN** . . . . . ELECTRONIC TECHNOLOGY (1985)  
A.A., East Central Junior College; further work at Mississippi State University; Twenty six years experience as Electronics Technician, Avionics Management at branch and unit level, Avionics Engineering Staff, Command Level

**GEORGE PAUL McELHENNEY** . . . . . MASONRY TRADES (1976)  
Attended East Central Junior College in Carpentry and Masonry. Twenty years experience as bricklayer and foreman in brick, block and tile work of both residential and commercial building. Contractor of residential and commercial buildings in masonry trades

**LISA McMILLIN** . . . . . BUSINESS TECHNOLOGY, PHILADELPHIA-NESHOBA CENTER (1985)  
B.S., M.S., Mississippi State University

**LOIS McMULLAN** . . . . . MATHEMATICS (1970)  
B.S., Mississippi College; M.Ed., University of Southern Mississippi; further work at University of Southern Mississippi and Mississippi State University



**GEORGE L. MASON** . . . . . BIOLOGY (1965)  
B.S., Mississippi College; M.S., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University

**THOMAS R. MAYES** . . . . . ENGLISH (1968)  
A.A., East Central Junior College; B.A., M.A., Mississippi State University; further work at University of Southern Mississippi and University of Mississippi

**LESTER S. MILES** . . . . . REFRIGERATION AND AIR-CONDITIONING (1984)  
Certificates: Refrigeration and Air-Conditioning from Mississippi Delta Junior College; Carrier Corporation, Memphis, Tennessee; further work at Mississippi State University

**EDITH MOORE** . . . . . INDUSTRIAL SEWING, PHILADELPHIA NESHODA CENTER (1983)  
Trade and Industry Certificate, Mississippi State University; Continuing Education at Mississippi State University; Trade area workshops with the Division of Vocational Technical Education, State Department of Education

**SAMUEL PACE** . . . . . SOCIOLOGY (1985)  
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University

**BRUCE W. PETERSON** . . . . . SPEECH AND THEATRE (1967)  
B.A., Mississippi State University; M.A., University of Mississippi; further work at the University of Mississippi

**ELIZABETH PITTS** . . . . . BUSINESS TECHNOLOGY (1975)  
B.S., M.Ed., Mississippi College; further work at Mississippi State University

**ALICE POUNCEY** . . . . . PSYCHOLOGY AND HOME ECONOMICS (1969)  
A.A., Jones County Junior College; B.S., University of Southern Mississippi; M.Ed., Livingston University; further work at University of Southern Mississippi and Mississippi State University

**GROVER SHOEMAKER** . . . . . AUTOMOTIVE BODY AND FENDER (1964)  
Certificate, General Motors, Dupont Refinishing Training Center; further work at East Central Junior College, Mississippi State University and University of Southern Mississippi

**SMITH** . . . . . MATHEMATICS (1965)  
B.S., M.Ed., Mississippi State University; further work at Mississippi State University, University of Southern Mississippi and Texas A & M University

**THOMAS E. THRASH** . . . . . SOCIAL SCIENCE (1962)  
A.A., East Central Junior College; B.S., M.S.S., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University

**TONY TRIPLETT** . . . . . VOCATIONAL INDIVIDUALIZED DEVELOPMENTAL SYSTEM (1984)  
B.S., Jackson State University; further work at Jackson State and Mississippi State University

**RICKIE A. VAUGHN** . . . . . ELECTRICITY (1980)  
Attended Northwest Mississippi Junior College; B.S., Mississippi State University; further work at Delta State University and Mississippi State University

**CAROL VICKERS** . . . . . ENGLISH (1983)  
A.A., East Central Junior College; B.A., M.S., University of Southern Mississippi; further work at Mississippi State University, University of Mississippi and University of Southern Mississippi

**O.S. VICKERS** . . . . . ENGLISH (1955)  
B.A., M.A., Ed.S., George Peabody College; further work at University of Southern Mississippi

**GAIL D. WOOD** . . . . . LIBRARY SCIENCE (1975)  
A.A., Hinds Junior College; B.A., University of California, Santa Barbara; M.S., University of Southern Mississippi; further work at University of Southern Mississippi

**LUCILLE WOOD** . . . . . PHYSICAL EDUCATION AND EDUCATION (1956)  
A.A., East Central Junior College; B.S., M.A., University of Southern Mississippi; further work at University of Mississippi, University of Southern Mississippi and Mississippi State University

**CPT. MICHAEL J. WOODWORTH** . . . . . MILITARY SCIENCE (1985)  
B.S., United States Military Academy



# SUPPORT STAFF

LARRY ADDY . . . . . PAINTER (1972)  
 MIKE ANDERSON . . . ASSISTANT DIRECTOR OF ACTIVITIES (1972)  
 LAURA BAGGETT . . . SECRETARY TO BUSINESS MANAGER (1982)  
 GENEVA BARKER . . . . . SECRETARY TO THE PHILADELPHIA-  
 NESHOPA COUNTY VOCATIONAL-TECHNICAL CENTER  
 GLADYS BRYANT . . . . . DIRECTOR OF B.S.U. (1982)  
 MILDRED BUCKLEY . . . . . CUSTODIAN (1982)  
 LOU CLARK . . SECRETARY TO DEAN OF ADMISSIONS AND RECORDS  
 (1974)  
 MARY JANE CLEVELAND . . . . . CUSTODIAN (1984)  
 DONALD J. CLEVELAND . . . . . ELECTRICIAN (1982)  
 BARBARA DEATON . . . . . SECRETARY TO FACULTY (1978)  
 BARRY DICKERSON . . . . . DIRECTOR OF WESLEY (1985)  
 ALTON FOREMAN . . . . . GROUNDS KEEPER (1981)  
 WILLIE GALLASPY, JR. . . . . CUSTODIAN (1985)  
 LINDA HANSFORD . . . SECRETARY TO DEAN OF STUDENTS (1980)  
 CAROLYN HARALSON . . . WOMEN'S DORMITORY SUPERVISOR  
 (1982)  
 BERTHA HARRISON . . . . . CUSTODIAN (1969)  
 BETTY HOLBROOK . . . WOMEN'S DOMITORY SUPERVISOR (1983)  
 SANDRA HUMPHREYS . . . SECRETARY TO DEAN OF INSTRUCTION  
 (1981)  
 ALLINE JEFFERSON . . . . . CUSTODIAN (1974)  
 WILLIE KIDD . . . . . CUSTODIAN (1982)  
 VERSIE KILPATRICK . . . . . SECRETARY TO DIRECTOR OF SPECIAL  
 SERVICES (1982)  
 MARY MASSENGALE . . . . . COLLEGE NURSE (1969)  
 KENNETH MASSEY . . . . . CAMPUS SECURITY GUARD (1983)  
 BILLY McKNIGHT . . . . . CARPENTER (1980)  
 LINDA MERRELL . . . . . CUSTODIAN (1979)  
 T.J. MILLER . . . . . CUSTODIAN, PHILADELPHIA-NESHOPA CENTER  
 (1983)  
 EDWARD E. NEEDHAM . . . . . CUSTODIAN (1984)  
 BOBBY RAY PATRICK . . . . . CAMPUS SECURITY GUARD (1977)  
 LINDA PIERCE . . . . . SECRETARY TO DEAN OF ADMISSIONS AND  
 RECORDS (1984)  
 CLAUDE RAYFORD . . . . . GROUNDS KEEPER (1974)  
 J.C. REECE . . . . . GROUNDS KEEPER (1985)

GLORIA RIGDON . . . . . SECRETARY TO FACULTY (1982)  
 ANN SCOGGIN . . . . . SECRETARY TO PRESIDENT (1972)  
 RUBY L. SHOEMAKER . . . . . BOOKSTORE CLERK (1975)  
 BONNIE SMITH . . . . . SECRETARY TO VOCATIONAL AND TECHNICAL  
 DIRECTOR (1969)  
 GLORIA SPEARS . . . . . SECRETARY TO FINANCIAL AID DIRECTOR  
 (1985)  
 BERTIS THAMES . . . . . CUSTODIAN (1970)  
 WINNIE THAMES . . . . . CUSTODIAN (1970)  
 HENRY WROTEN . . . . . CUSTODIAN (1976)





10 EAST CENTRAL JUNIOR COLLEGE

# COMMITTEES OF THE FACULTY

## ADMINISTRATIVE COUNCIL:

President, Dean of Instruction, Dean of Students, Business Manager,  
Dean of Admissions and Records, Director of Vocational-Technical  
Instruction, Athletic Coordinator, Director of Public Information and  
Director of Maintenance

## APPEALS COMMITTEE FOR ABSENTEES:

Mr. Gene Davis, Mr. Raymond McMullan, Mrs. Alice Pouncey, Mr.  
Ovid Vickers, and SBA President.

## ACADEMIC PROBATION:

Dean of Admissions and Records, Dean of Instruction and Dean of  
Students

## ADMISSIONS:

Dean of Admissions and Records, Dean of Instruction and Dean of  
Students

## CURRICULUM:

Dean of Instruction, Dean of Admissions and Records, Academic  
Counselor, Division Chairpersons and students (SBA Representatives)

## FINANCIAL AID APPEALS:

Dean of Students, Academic Counselor, Director of Financial Aid,  
Vocational Counselor, Dean of Admissions and Records

## INTERCOLLEGIATE ATHLETICS:

Athletic Coordinator, Women's Basketball Coach, Men's Basketball  
Coach, Baseball Coach and Tennis and Golf Coach

## INTRAMURALS:

Mr. Glen Hicks, Coach Joe Clark, Coach A.J. Kilpatrick and Ms.  
Lucille Wood

## LIBRARY:

Mr. Ovid Vickers, Mrs. Lois McMullan, Mrs. Ann Burkes, Mr. Tommy  
Thrash, Mr. Chester Clark and student (SBA Representative)

## TEXTBOOK:

Dean of Instruction, Business Manager, and Division Chairpersons

## SCHOLARSHIP:

Mr. Gene Davis, Mr. Harvey Trapp, Mrs. Jessie Everett, Dr. Shelby  
Harris and Mr. Rudolph Mayes





## GENERAL CALENDAR

## 1986 SUMMER SESSION

## First Term

May 26, Monday	Memorial Day Holiday
May 27, Tuesday	First term registration
May 28, Wednesday	Classes begin
May 30, Friday	Last day to register for first term
June 6, Friday	Last day to drop with a grade of W
June 27, Friday	First term ends

## Second Term

June 30, Monday	Second term registration
July 1, Tuesday	Classes begin
July 4, Friday	Independence Day Holiday
July 7, Monday	Last day to register for second term
July 11, Friday	Last day to drop with a grade of W
August 1, Friday	Second term ends
August 1, Friday	Summer commencement at 8:00 p.m.

## 1986-87 REGULAR SESSION

## First Semester

August 1, Friday	Application for admission should be on file by this date
August 14 & 15	Faculty meeting and workshop
August 17, Sunday	Dormitories open at 2:00 p.m.
August 18, Monday	Assembly of all students in Huff Auditorium at 8:00 a.m. Registration to follow immediately
August 19, Tuesday	Completion of regular registration beginning at 8:00 a.m.
August 20, Wednesday	Classes begin, late registration fee of \$15 charged at 8:00 a.m.
August 29, Friday	Last day to register or change classes
September 1, Monday	Labor Day Holiday
September 26, Friday	Last day to remove I's of previous semester
October 8, Wednesday	Last day to drop a course with a W
October 15, Wednesday	Mid-term grades due in records office at 8:00 a.m.
November 26, Wednesday	Thanksgiving Holidays begin at 12:30 p.m.
December 1, Monday	Thanksgiving Holidays end at 8:00 a.m.
December 9, 10, 11, & 12	Final examinations
December 12, Friday	Examinations end at 12:30 p.m. and Christmas Holidays begin for students. Dormitories close at 2:00 p.m. Final semester grades are due in the records office at 3:00 p.m.

## Second Semester

January 4, Sunday	Dormitories open at 2:00 p.m.
January 5, Monday	Assembly of all students in Huff Auditorium at 8:00 a.m. Registration to follow immediately
January 6, Tuesday	Completion of regular registration beginning at 8:00 a.m.
January 7, Wednesday	Classes begin, late registration fee of \$15 charged at 8:00 a.m.
January 16, Friday	Last day to register or change classes
January 13, Friday	Last day to remove I's of previous semester
January 25, Wednesday	Last day to drop a course with a W
March 4, Wednesday	Mid-term grades due in records office at 8:00 a.m.
March 6, Friday	Spring Holidays begin at the end of the class day
March 16, Monday	Spring Holidays end at 8:00 a.m.
April 17, Friday	Easter Holiday
May 4, 5, 6, & 7	Final examinations
May 7, Thursday	Grades due in records office at 4:00 p.m.
May 8, Friday	Spring commencement at 8:00 p.m.

## 1987 SUMMER SESSION

## First Term

May 25, Monday	Memorial Day Holiday
May 26, Tuesday	First term registration
May 27, Wednesday	Classes begin
May 29, Friday	Last day to register for first term
June 5, Friday	Last day to drop with a grade of W
June 26, Friday	First term ends

## Second Term

June 29, Monday	Second term registration
June 30, Tuesday	Classes begin
July 3, Friday	Independence Day Holiday
July 6, Monday	Last day to register for second term
July 10, Friday	Last day to drop with a grade of W
July 31, Friday	Second term ends
July 31, Friday	Summer commencement at 8:00 p.m.



## 1987-88 REGULAR SESSION

## First Semester

- August 3, Monday . . . Application for admission should be on file by this date
- August 13 & 14 . . . . . Faculty meeting and workshops
- August 16, Sunday . . . . . Dormitories open at 2:00 p.m.
- August 17, Monday . . . . . Assembly of all students in Huff Auditorium at 8:00 a.m. Registration to follow immediately
- August 18, Tuesday . . . . . Completion of regular registration beginning at 8:00 a.m.
- August 19, Wednesday . . . . . Classes begin, late registration fee of \$15 charged at 8:00 a.m.
- August 28, Friday . . . . . Last day to register or change classes
- September 7, Monday . . . . . Labor Day Holiday
- September 25, Friday . . . . . Last day to remove I's of previous semester
- October 7, Wednesday . . . . . Last day to drop a course with a W
- October 14, Wednesday . . . . . Mid-term grades due in records office at 8:00 a.m.
- November 25, Wednesday . . . . . Thanksgiving Holidays begin at 12:30 p.m.
- November 30, Monday . . . . . Thanksgiving Holidays end at 8:00 a.m.
- December 8, 9, 10, & 11 . . . . . Final examinations
- December 11, Friday . . . . . Examinations end at 12:30 p.m. and Christmas Holidays begin for students. Dormitories close at 2:00 p.m. Final semester grades are due in the records office at 3:00 p.m.

## Second Semester

- January 3, Sunday . . . . . Dormitories open at 2:00 p.m.
- January 4, Monday . . . . . Assembly of all students in Huff Auditorium at 8:00 a.m.
- January 5, Tuesday . . . . . Completion of regular registration beginning at 8:00 a.m.
- January 6, Wednesday . . . . . Classes begin, late registration fee of \$15 charged at 8:00 a.m.
- January 15, Friday . . . . . Last day to register or change classes
- February 12, Friday . . . . . Last day to remove I's of previous semester
- February 24, Wednesday . . . . . Last day to drop a course with a W
- March 2, Wednesday . . . . . Mid-term grades due in records office at 8:00 a.m.
- March 11, Friday . . . . . Spring Holidays begin at the end of the class day
- March 21, Monday . . . . . Spring Holidays end at 8:00 a.m.
- April 1, Friday . . . . . Easter Holiday
- May 2, 3, 4, & 5 . . . . . Final examinations
- May 5, Thursday . . . . . Grades due in records office at 4:00 p.m.
- May 6, Friday . . . . . Spring commencement at 8:00 p.m.





## CHAPTER 2

# GENERAL INFORMATION

## PURPOSE OF THE COLLEGE

East Central Junior College seeks to fulfill the educational needs of its students from the five-county district which it serves. In a continuing effort to meet these needs, the college, through its board of trustees, administration, and faculty, conceives its purpose to be to provide instruction and service. To achieve its instructional goals, the college is committed to offer opportunities for mental, physical, and emotional development. As a service agency, the college provides programs of instruction which incorporate knowledge and skills applicable to life in a complex society.

To successfully fulfill its purpose, East Central Junior College provides, at minimum cost, a variety of programs which include senior college or university parallel, technical, vocational, adult, and remedial education. The college further subscribes to and provides for self-improvement, continuing education, and community services.

Through curricular and extracurricular activities, the college provides experiences which lead to the development of the total individual. These experiences include guidance, participation, and leadership in campus activities, student clubs, and organizations.

## HISTORY OF THE COLLEGE

In 1928 the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior college. East Central Junior College opened its doors to a freshman class of twenty students for the first regular session in September of 1928. The college occupied buildings that were a part of the Newton County Agricultural High School, which had been organized in 1914. The Agricultural High School was located on property belonging to the Decatur Municipal School District, which had been created in 1912. The upper high school grades which comprised the Newton Coun-

ty Agricultural High School were a part of the college until 1958 when it joined the Decatur Attendance Center.

In March of 1939, East Central Junior College became a member of the Southern Association of Colleges and Secondary Schools. It now has membership in The American Association of Junior Colleges, The Southern Association of Colleges and Schools, The Mississippi College Association, and The Mississippi Junior College Association.

In the beginning there was only one curriculum—Liberal Arts. A look at the program of studies will show that the college now offers forty-four programs of study, including nine vocational trades options and eleven liberal degree and certificate options. These expanded course offerings are much more comprehensive than the original Liberal Arts curriculum composed of English, History, Spanish, Chemistry, and Mathematics.

Different major buildings worth approximately \$9,000,000 have been added to the original three buildings. The additions include a library, women's dormitory, dining hall, and buildings designed specifically for science, vocational-technical courses, fine arts and physical education.

Originally the institution was supported by three counties — Newton, Itasca, and Scott. Later they were joined by Leake and Winston. To supplement the original plant, Newton County provided \$90,000 in 1930. In 1933-37 \$110,000 was spent on the plant, and Newton County provided \$44,000 of this amount. Over five million dollars provided by the State and five supporting counties has been spent on the plant since 1946-47.

From the two members of the original faculty of East Central Junior College — Mrs. W.W. Newsome and Mr. Robert Marshall — the number of administrators, faculty, and professional staff employed by the college has increased to 80 for the current year. Since its founding, six presidents have served the institution.

## SCHOOL PLANT AND EQUIPMENT

Through the cooperative efforts of the district and the state legislature, the school has experienced a phenomenal growth in buildings and facilities during the past several years. The school plant consists of approximately 150 acres with buildings and facilities now valued at over nine million dollars. There are seventeen main brick buildings. All residence halls, classrooms and offices are air conditioned.

In addition to facilities sufficient to sustain the general education program, laboratories are provided for art, engineering drawing, audio visual education, applied music, dramatics, reading, athletic and recreation activities, and scientific and vocational education.



## ADMINISTRATION BUILDING

Occupied at the beginning of the 1978-79 school year, the administration building houses the offices of the president, dean of instruction, business manager, public relations director, computer analyst, and the Board of Trustees' room. Proper vault facilities for the business office and adequate storage for all offices are provided in the building. This facility was provided by renovating the 7,995 square-foot former library which had been outgrown. It was constructed in 1962. It is modern, spacious, and comfortable and is located on the front campus adjacent to the student services building.

## HUFF AUDITORIUM AND STUDENT SERVICES BUILDING

This structure has a seating capacity of one thousand. The building has excellent acoustics and modern equipment and is conveniently located. The college holds its graduation, assemblies, and dramatic productions here. The student services offices are located on the ground floor.

## BURTON LIBRARY

Occupied during the 1976-77 school year, this building is located near the center of the campus and contains a large reading area, a conference room, a spacious lobby, librarians' offices, a workroom, a faculty reading room, nine study rooms, and a room for special collections. Total seating capacity, mostly at individual and grouped carrels is 250; and shelving is provided for 50,000 volumes. Provision is also made for housing non-book materials. Closed circuit, public, or commercial television viewing is available in any area of the building. Other media include slides, filmstrips, audio tapes, film loops, and micro texts.

## SULLIVAN CENTER

It is the college student center building and houses the grill, bookstore, and post office. The second floor contains the offices of the Military Science instructors, the Wesley Foundation, and the Clinic with an office for the nurse, and an assembly room. This building was completely remodeled in 1963.

## MABRY DINING HALL

Remodeled in 1979, it is a modern building containing four dining rooms. The main dining room has a seating capacity of 300. Other dining rooms are the Gold Room, which seats 120; the Gordon Room, which seats 50, and the Magnolia Room, which seats 20.

## THE STUDENT ACTIVITY CENTER

The office of the Director of Student Activities is located in this building along with many student special activity facilities.

## CROSS HALL

It is a modern science building. The classroom and laboratories for the biological, chemical, and physical sciences are located here.

## NEWSOME HALL

Completed in 1957, the sophomore women's dormitory is equipped with modern furniture and appliances and accommodates fifty to sixty women and the dormitory supervisor.

## JACKSON HALL

The freshman women's dormitory was remodeled in 1963 and again in 1978. It houses 125 women and contains the office and apartment of the dormitory supervisor.

## HESHOBA COUNTY HALL

This is a new, two-story dormitory for men. This building was constructed in 1971 and is modern in every way. It consists of thirty-one rooms and houses sixty-two students.

## SCOTT COUNTY HALL

This is a new, two-story dormitory for men. This building was constructed in 1972 and is modern in every way. It consists of thirty-one rooms and houses sixty-two students.

## TODD HALL

This is a dormitory for men. It was completed in 1957 and is a modern, well-equipped building arranged in suites rather than having the conventional halls found in most men's dormitories. Seventy-two men are housed in this dormitory.

## WINSTON COUNTY HALL

This building is now being used for maintenance storage and masonry trades.

## THE VOCATIONAL-TECHNICAL ANNEX BUILDING

It was completed in 1969 and is located north of the vocational-technical building, adjacent to the college farm. This building includes classrooms and laboratories for vocational programs.

## THE VOCATIONAL-TECHNICAL BUILDING

It contains over 58,000 square feet of floor space and was built at a cost of \$680,000. It was opened in 1969 and houses business technology, computer technology, electronic technology, drafting technology, and programs in machine shop, welding, air-conditioning and refrigeration, electricity, automotive mechanics, and body and fender repair.



## THE FINE ARTS BUILDING

Completed in 1969, it contains a 212 seat auditorium, a choral room, a band room, a music library, a listening room, classrooms for the teaching of music and art, and art studios.

## PHYSICAL EDUCATION

This modern building was constructed in 1970 and is located near the football stadium. It contains facilities for the teaching of health and physical education and varsity basketball. This building includes offices for the Physical Education personnel and coaches and dressing rooms for men and women.

## NEWTON HALL

This is a new, two-story classroom building which was constructed in 1975. It houses the Home Economics, English, Mathematics, Social Science, History, Journalism, Education, and Psychology departments. Also, thirteen faculty offices are located in this building along with several supporting facilities.

# OTHER BUILDINGS

## THE PRESIDENTS HOME

This is located on the main street of the Town of Decatur at the Southeast corner of the campus. This spacious modern home was constructed in 1961.

## LEAKE HALL

It was originally constructed for married students. Today it is occupied by both faculty and married students. It is a two-story building containing sixteen apartments.

## FACULTY HOUSES

These are located at various sites on the college property. There are eleven of these houses.

# ATHLETIC FIELDS

## THE FOOTBALL STADIUM

Warrior Field was relocated in 1967 and is now equipped with the most modern high intensity lighting and an enlarged seating capacity.

## INTRAMURAL FIELD

This playing field is located north of the baseball field. It contains an area for intramural sports.

## THE BASEBALL FIELD

It is situated near the football stadium and is well located, being adjacent to ample parking facilities and the Physical Education Building.

## TENNIS COURTS

They are located north of Newsome Hall. This playing area contains four modern tennis courts.

# STUDENT ORGANIZATIONS

Student organizations include:

President's Council

Student Body Association

Honor Society — Phi Theta Kappa

Publications — TOM-TOM (newspaper), WO-HE-LO (annual)

Religious Organizations — Baptist Student Union, Wesley Foundation, Fellowship of Christian Athletes, West-minister Fellowship, Newman Club

and Church of God organization.

Special Interest Organizations — Athletics, Band, Choir, Intramural Sports, E.C.J.C. Players, Delta Psi Omega, Chess Club, Fashion Squad,

Chaperleaders, Dorm Councils, Warrior Corps, Collegians, and Election Committee.

Curricular Clubs — Agriculture Club, Engineering Club, Student Education Association, Home Economics Club, Medical Service Club, Music Club, VICA, Phi Beta Lambda, and Math Club.

For detailed information about each organization listed above, see the Student Handbook.





## CHAPTER 3

FINANCIAL  
INFORMATION

## Expenses for Regular Session

FIRST SEMESTER	Dormitory Student	Day Student
Matriculation Fee (Non-refundable)	\$ 220.00	\$ 220.00
Registration Fee (Which includes \$8.00 student services fee) (Non-refundable)	\$ 50.00	\$ 50.00
Room Fee (Non-refundable)	\$ 200.00	
Board (5 day meal ticket)	\$ 450.00	
Total First Semester	\$ 920.00	\$ 270.00
SECOND SEMESTER		
Matriculation Fee (Non-refundable)	\$ 220.00	\$ 220.00
Registration Fee (Which includes \$8.00 student services fee)	\$ 50.00	\$ 50.00
Room Fee (Non-refundable)	\$ 200.00	
Board (5 day meal ticket)	\$ 450.00	
Total Second Semester	\$ 920.00	\$ 270.00
Total for Year	\$1,840.00	\$ 540.00

Each dormitory student is required to purchase a meal ticket.

Students who prefer the Deferred Payment Plan may pay their board in the following way:

## FIRST SEMESTER

- \$150.00 - upon entrance
- \$150.00 - on September 22, 1986
- \$150.00 - on November 3, 1986

## SECOND SEMESTER

- \$150.00 - upon entrance
- \$150.00 - on February 9, 1987
- \$150.00 - on March 30, 1987

## EAST CENTRAL JUNIOR COLLEGE

The 1987-88 academic year dates will be released in an addendum.  
Cosmetology students see "11" under General Information

## GENERAL INFORMATION

- There is no special charge for laboratory, music, or commercial courses for full-time students.
- Fees are an additional \$200.00 per semester for out-of-state students.
- If the deferred payment plan is used and these payments are not met, there will be an additional charge of \$5.00 added to the account.
- All fees are payable in advance on the date due as indicated in the "Board Calendar."
- All students who fail to clear their accounts with the college seven (7) school days prior to the starting date for examinations each semester will be dropped from school. A written notice will be mailed to the student when this action is taken.
- For registration on dates other than those listed on the college calendar, there will be an additional charge of \$15.00 added to the account.
- All students who expect to register for fall semester as scheduled should complete admission requirements by August 1. Students who have not registered as scheduled in the bulletin will be assessed a late registration fee.
- Part-time students will pay fees at the rate of \$25.00 per semester hour at the time they register not to exceed \$270.00.
- Adults who are 65 years of age or older may attend East Central Junior College with matriculation fees waived.
- East Central Junior College reserves the right to change any charges published if it should become necessary.
- Cost for the 12 months Cosmetology Program is \$1,000.00 which includes books and cosmetology kit. A first time student has a first time charge of \$160.00 for special supplies.



## CHAPTER 3

# FINANCIAL INFORMATION

## Expenses for Regular Session

FIRST SEMESTER	Dormitory Student	Day Student
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Room Fee (Non-refundable)	\$ 200.00	
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## SECTION I: FINANCIAL AID PROGRAMS

**PELL GRANT** — This Federal Program is designed to provide financial assistance to students on the basis of need. Any eligible student can receive a Pell Grant. A Pell Grant is not a loan; therefore, it does not have to be paid back.

**SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)** — This Federal Program is designed to assist students who would be unable to obtain an education without the grant and is available to a limited number of students of exceptional financial need. Because it is a grant, it does not have to be paid back.

**WORK-STUDY** — East Central Junior College participates in two types of work-study — Federal Work-Study and Institutional Work-Study. Students are awarded jobs based on need and academic ability. This program gives students a chance to earn money to help pay their educational expenses.

**GUARANTEED STUDENT LOAN (GSL)** — A Guaranteed Student Loan is a low-interest loan made to the student by a lender such as a bank, credit union, or savings and loan association to help with educational expenses. The Federal Government will pay the interest while the student is in school.

**PLUS LOAN** — PLUS loans provide additional funds to students for educational expenses. Like GSL's, these loans are made by a lender.

## SECTION II: FINANCIAL AID POLICIES

**FEDERAL PROGRAMS** — In order to be eligible to receive financial aid at East Central Junior College, students are expected to maintain satisfactory progress toward their certificate or degree objective in the academic, technical, or vocational programs. Satisfactory progress for all Title IV aid (Pell Grant, Supplemental Educational Opportunity Grant, Federal Work-Study, Guaranteed Student Loan, or Parents Loans for Undergraduate Students) for the various programs for full-time students are listed below. The required number of hours to be completed will be reduced proportionately for part-time students. At the end of the time frame allowed for the completion of a program, students will not be eligible to receive financial aid regardless of their grade point average of cumulative hours earned.

1. The time frame for the number of hours to be completed and the grade point average required is as follows:

At the end of this semester	1	2	3	4	5	6
A student must have accumulated at least this many hours	9	18	28	40	52	64
With at least a cumulative grade point average of	1.0	1.5	1.75	2.0	2.0	2.0

A student who does not meet these standards will be placed on financial aid probation for a semester. During the probationary semester, a student will continue to be eligible for financial aid. Upon completion of the probationary semester a student who does not meet the satisfactory progress standards will be ineligible to receive financial aid and will remain ineligible until the standards are achieved.

A student's entire record at East Central Junior College will be evaluated to determine eligibility for financial aid regardless of whether or not the student has received aid for all semesters. Upon enrolling at East Central, a transfer student will be considered to be maintaining satisfactory progress and will therefore be allowed to receive financial aid for one semester without the transfer credits being considered. At the end of that semester the transfer student's entire record, including not only the credits earned at East Central but also the accepted transfer credits from the previous institution, will be evaluated to determine if the student is maintaining satisfactory progress in the program being pursued by the student.

Developmental courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.

The procedure for determining satisfactory progress as related to incomplete grades, withdrawing from a course, or repeating a course will be the same as those procedures followed by the Admission and Records Office. Students may obtain additional information about these procedures from the Admission and Records Office or the Financial Aid Office.

Students who wish to appeal the decisions and financial aid awards made by the Financial Aid Office should submit a written request for an appeal to the Director of the Financial Aid Office. The written request should include any information relative to the case. The appeal will be reviewed by the Financial Aid Appeal Committee. The student will be notified in writing of the committee's decision.

**INSTITUTIONAL PROGRAMS** - The following information is related to scholarships and Institutional Work-Study.

1. A student receiving institutional financial aid in the form of an Athletic Scholarship, Band Scholarship, Cheerleader Scholarship, or Institutional Work-Study must pass nine (9) semester hours and earn eighteen (18) quality points during a semester. If a student does not meet this standard at the end of a semester, the student will be placed on probation for a semester. During the probationary semester, the student will be eligible to receive the in-



stitutional financial aid. Upon completion of the probationary semester, a student who does not meet the standard will be ineligible to receive the institutional financial aid. This policy coincides with the academic probation and suspension policy of the college; therefore when suspended students become eligible to return to college, they shall also be eligible to receive institutional financial assistance.

2. To retain an ACT, Salutatorian, or Valedictorian scholarship, a student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average and is removed from scholarship, can get back on scholarship by having a B (3.0) average the following semester provided the scholarship is for four (4) semesters. See Section I for further eligibility requirements.
3. A student who is offered both an ACT scholarship and either a Salutatorian scholarship or a Valedictorian scholarship will be permitted to accept only one of the scholarships.
4. Total financial aid in scholarships from East Central Junior College for dormitory and commuter students may not exceed the published cost of matriculation fee, room and board. Each student must pay the registration fee each semester (scholarship can not cover this fee).
5. Total financial aid awards for a student which includes Title IV aid and institutionally funded aid may not exceed the campus-based budget or the student's need as determined by ACT's Comprehensive Financial Aid Report.

**INSTITUTIONAL SCHOLARSHIPS** - East Central Junior College offers various scholarships to eligible students.

**ACT Scholarships** - The ACT Scholarships listed below will be available to any Mississippi resident who enrolls fulltime at East Central Junior College the fall semester following high school graduation. The ACT Scholarship will be available to the student for four (4) consecutive semesters. See Section II for further requirements.

ACT Scholarship (18-22) -

A scholarship in the amount of \$100 will be awarded each semester to the eligible student.

ACT Scholarship (23-25) -

A scholarship in the amount of \$200 will be awarded each semester to the eligible student.

ACT Scholarship (26-29) -

A scholarship in the amount of \$300 will be awarded each semester to the eligible student.

ACT Scholarship (30-36) -

A full scholarship (matriculation fee, room and board) will be awarded each semester to the eligible student.

**Athletic Scholarships** - All Athletic Scholarships are awarded by the respective coaches. The athlete must meet the eligibility requirements of East Central Junior College and the National Junior College Athletic Association. The scholarships are awarded each semester in the following manner:  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ , and full.

**Band Scholarships** - The Band Scholarships are awarded by the band director to full-time students. The scholarships are awarded by audition to marching band, concert band, jazz band, orchestra, and Collegians. Scholarship amounts vary depending upon participation in the various groups.

**Cheerleader Scholarships** - Cheerleader Scholarships are awarded to eight students who are selected by a committee. The scholarships are awarded in the following amount each semester:  $\frac{1}{2}$  matriculation fee.

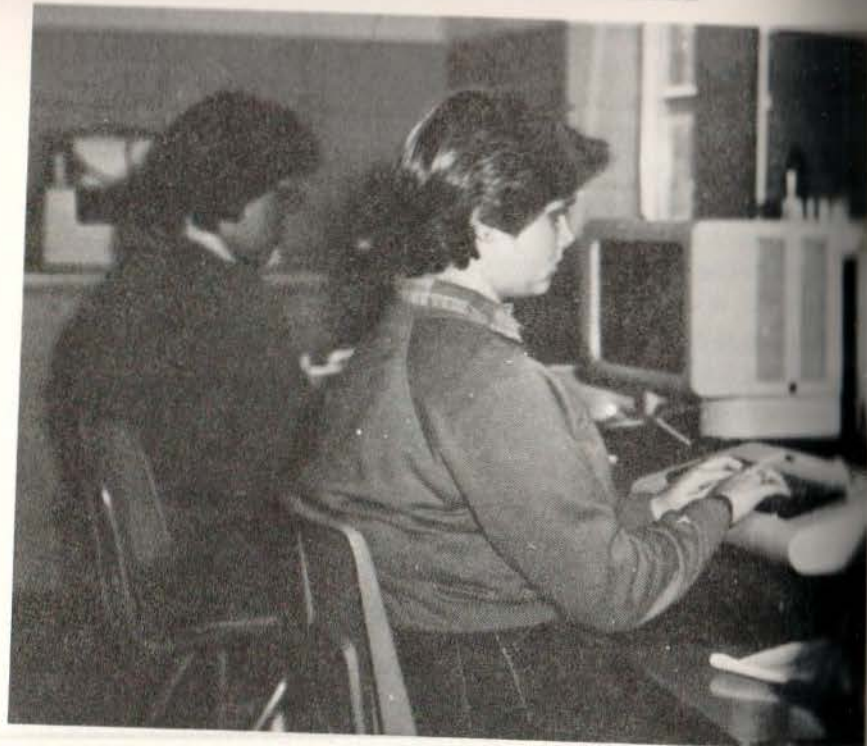
**Salutatorian Scholarships** - A scholarship in the amount of \$200 will be awarded to the salutatorian of each high school in the five-county district who enrolls full time at East Central Junior College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for two (2) consecutive semesters. See Section II for further requirements.

**Valedictorian Scholarships** - A scholarship in the amount of \$300 will be awarded to the valedictorian of each high school in the five-county district who enrolls full time at East Central Junior College in the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for two (2) consecutive semesters. See Section II for further requirements.

**ENDOWED SCHOLARSHIPS** - Endowed Scholarships are funded by individual or group donations and are made available to eligible students.

**W.R. Covington Scholarship** - This scholarship was established in 1985 by Dr. Eddie M. Smith, President of East Central Junior College, in recognition of the support and assistance Mr. W.R. Covington of Noxapater, MS, has provided for many students to aid them in attending college and personally for his encouragement and financial support of Dr. Smith when he was a student at East Central Junior College. This scholarship is awarded to a graduate of Noxapater High School in the amount of \$150 a year for attendance at East Central. One-half of the scholarship will be awarded each semester.





## CHAPTER 4

# ACADEMIC POLICIES

## REQUIREMENTS FOR ADMISSION

East Central Junior College ascribes to the "Open Door" policy and generally admits all students from its district who can profit from the instructional program. Specific policies follow.

### ACADEMIC AND TECHNICAL STUDENTS

To be admitted to the full-time academic or technical programs applicants must either

- (1) Present a high school transcript with 15 or more acceptable units or
- (2) Present a high school equivalency certificate from the State Department of Education or satisfactory scores on the General Education Development Test.

Before admission can be granted the following must be in the office of admissions:

1. A college application on the official form supplied by the college
2. A student health information record on the official form supplied by the college
3. A transcript of high school and previous college record
4. Scores on the American College Test (applicants 23 years of age and over are exempt from the ACT requirement)
5. A \$25.00 room deposit if the applicant is to reside in a dormitory
6. A rubella vaccination record if born since 1957

Admission as an East Central Junior College student does not guarantee admission to specific program of studies.



## TRANSFER STUDENTS

Students desiring to attend East Central Junior College after having attended another college must meet the same requirements as entering freshmen. Students with records indicating unsatisfactory standing may be accepted on probation if individual cases indicate a reasonable chance of success in program selected.

## VOCATIONAL STUDENTS

To be admitted to a full-time vocational program an applicant must:

1. Be of legal working age (18) before program completion
2. Have on file in the admissions office, an official application, a student health information record, a rubella vaccination record (if born since 1957) and a transcript of the last school attended
3. Have an interview with the vocational counselor or instructor of the program selected
4. Make a \$25.00 room deposit if planning to stay in dormitory
5. Make an additional deposit if the program requires it (cosmetology requires \$50.00 partial tuition payment)

## Part-time Students

Students who may not meet the above admissions requirements may be provisionally admitted as part-time students. Any deficiencies must be removed before the student either enrolls full-time or accumulates 30 semester hours credit.

## NON-CREDIT OR CEU STUDENTS

To participate in non-credit (CEU) programs or courses a student should complete an application form and be of sufficient maturity for the course desired.

Note: No transcript, certificate, test scores, photo, or anything in addition to a completed application is required. A personal check covering the cost of the course with course identification on it will hold a place in any class until the first class meeting at which time the application can be completed.

## EAST CENTRAL JUNIOR COLLEGE

## ENROLLMENT PROVISIONS FOR STUDENTS WHO MAKE LESS THAN TEN ON AMERICAN COLLEGE TEST

Students with an ACT score of less than 10 who are admitted to the regular academic program will be required to:

- (a) enroll in basic studies courses in Math, English, and Reading.
- (b) enroll in a minimum of 12 semester hours and be a day-time campus student.

Students may enroll in basic studies in event of failure to pass basic studies. Students enrolling in Basic studies courses because of ACT scores of less than 10 will not be permitted to drop those courses. Students transferring from a degree program to a certificate program must possess a 2.0 quality point average on courses in the certificate program in order to qualify for graduation.

## ACT WAIVER FOR ADULTS

Students who have been out of high school for five or more years, or those who are 23 years of age or older will have the ACT requirement waived.

## EARLY ENROLLMENT PROGRAM

East Central Junior College has an early enrollment program for high school students during the summer.

Students may enroll the summer following the eleventh grade and take courses other than Freshman English for college credit.

## EAST CENTRAL JUNIOR COLLEGE

1. All students must have completed junior year in high school.
2. All students must have a B average for previous high school work.
3. All students must have a composite score of 25 on ACT.
4. All students must make application for admission, complete student health form, and send a partial transcript from high school.
5. All students must attend a counseling session prior to enrollment in college.

## BENEFITS FOR VETERANS

East Central Junior College is an approved institution for providing education training for veterans. The Dean of Admissions and Records serves as Veterans Adviser and offers assistance in handling matters pertaining to veterans at the college.

## SELECTIVE SERVICE

Information and assistance in handling matters concerning Selective Service for students are available in the office of the Dean of Admissions and Records.

## VETERANS PREVIOUS EDUCATION

This college maintains a written record of the previous education and training of each veteran enrolled and appropriate credit is given. When the training period has been shortened proportionately as a result of previous education and training, the veterans or eligible person and the VA are so notified.



Credits earned in the armed forces will be granted in a manner amount consistent with the requirements of the American Council on Education and the Mississippi Accrediting Commission. No credit will be granted on the college level General Education Development Test.

### EAST CENTRAL JUNIOR COLLEGE SCHOOL STANDARDS OF PROGRESS AS REQUIRED BY VA REGULATIONS 14250 (b)

#### 1. EXAMINATION OR RECORDS:

The college records and accounts pertaining to veterans and eligible persons enrolled are readily identifiable and available for examination by authorized representatives of the Government.

#### 2. ENTRANCE REQUIREMENTS:

Proof that entrance requirements to East Central Junior College have been met prior to enrollment are a part of the veteran's and eligible person's permanent record. They also include the grade in each subject per semester, record of withdrawals, and the number of absences from any subject. These records are maintained in the Dean of Admissions and Records office.

#### 3. PREVIOUS EDUCATION AND TRAINING RECORDS:

The school maintains permanent records showing previous education and training. Enrollment certificates submitted to VA reflect proper credit for previous education and training in accordance with the policies of the college.

#### 4. PROGRESS RECORDS:

In the academic and technical program, the school records show grades of A, B, C, D, F, G, (withdrawal passing), H (withdrawal failing), W (administrative withdrawal, no grade), I (incomplete grade which is temporary and is changed to a grade of A, B, C, D, or F on completion and is used in the overall grade point average of the student).

The State Veterans Affairs Approving Agency requires that grades of W, G, H, and I be considered as F's in computing grade point averages. This procedure is followed in all reports to the Veterans Administration concerning the student's status. Course changing is not allowed after the first two weeks of classes. Any time a student quits a course without officially withdrawing, a final grade of "F" will be recorded. The VA will be promptly notified when a veteran or other eligible person drawing VA benefits changes his course load.

Veterans who are attending East Central Junior College in the Academic and Technical programs must pass a certain number of hours each semester, the same as regular students, to remain in good standing. Students must pass nine semester hours and earn 18 quality points to remain in good standing. Quality points are assigned per semester hour the following way: A—4 quality points; B—3 quality points; C—2 quality points; D—1 quality point; and F—0 quality points.

For the Veterans and other eligible persons, East Central Junior College will apply the probation and suspension policies as listed in this catalog.

#### ATTENDANCE RECORDS:

East Central Junior College maintains schedule cards and permanent record cards. Absences are kept on the student's schedule card. The last date of attendance is also reflected on this card when one drops a course. The number of absences in any particular course is placed on the final Grade Report and also in the teachers grade book which is turned in at the end of the term and is filed for records and is available in the Dean of Admissions and Records office. An individual is allowed absences per semester equal to twice the times a class meets per week in addition to any official absences representing the college. This policy is given in detail elsewhere in this publication.

### SOPHOMORE STATUS

Before a student can be classified as a sophomore, he must have earned a minimum of 28 semester hours or its equivalent from an approved college.

### TESTING SERVICE

East Central Junior College is a fully participating institution in the American College Testing Program. The American College Test is given here on all nationally scheduled testing dates.

### EAST CENTRAL JUNIOR COLLEGE SCHOOL TERMS AND PERIODS

East Central operates on the semester system. There are two regular semesters which begin in August and in January. There is a 10 week summer session divided into two five-week terms.

Lecture periods meet a minimum of 50 minutes. Laboratory periods are equivalent to two lecture periods. Semester hours of credit are granted on the number of lecture and/or laboratory periods the class meets per week for one regular semester.

### RECORDS

#### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

East Central Junior College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.



The following rights are accorded to students under this act:

1. Students are entitled to have access to school records upon request.
2. Request for access to records concerning academic grades, transcripts and absences should be filed with the Dean of Admissions and Records. Request for access to records concerning test scores administered by East Central Junior College counselors, financial aid, and other personal data should be filed with the Dean of Students.
3. Students are entitled to inspect and review the contents of their school records and to challenge the contents if they feel the contents are inaccurate, misleading or inappropriate. If a student wishes to challenge the contents, the Dean of Admissions and Records or Dean of Students will provide a written copy of procedures to be followed.
4. Before any school records will be released to third parties (colleges, potential employers, etc.) who have requested copies of school records, the school must have the students' written consent.
5. Upon receipt of a subpoena or judicial order requiring the Dean of Admissions and Records and/or Dean of Students to relinquish control of a student's records, the student will be notified of the subpoena or judicial order before the Dean of Admissions and Records and/or Dean of Students will relinquish control of the records.
6. Whenever a student seeks to enroll in another institution outside this district, the student must approve transfer of the record.
7. The law allows "directory information" about students to be made public without specific permission. Students are entitled, however, to request the deletion of certain information from school directories. Any request for deletion of directory information must be made within fourteen calendar days from the date of registration. Forms for requesting the deletion of information may be secured from the Office of the Dean of Admissions and Records.
8. The school will maintain a list containing the signature, the date and the reason for all persons receiving access to students' records. Students are entitled to have access to this list. The law, however, allows school officials, including teachers, to have access to a student's records.

## GRADING SYSTEM

92-100 Excellent

83-91 Good

74-82 Average

65-73 Poor

Failure

Withdrawal passing

Withdrawal failing

Administrative Withdrawal, no grade

Registered for audit

Incomplete, but can be made up

A progress report is made to the student at Mid-Term of each semester.

## HONORS AND QUALITY POINTS

**HONORS** — Special recognition is given those students doing outstanding work in their academic subjects at the end of each grade period and at graduation. The honors are based on quality point averages.

	Required Quality Point Average
Honors	
President's List	4.00
Honors List	3.50
Honorable Mention	3.00

**QUALITY POINTS** — Quality points are based on the grade and number of hours credit for each course and are computed as follows:

Grades	Quality Points
A	4 for each semester hour
B	3 for each semester hour
C	2 for each semester hour
D	1 for each semester hour
F	0 for each semester hour
H	0 for each semester hour

The last grade in each course attempted will be counted for quality point purposes.

## HONORS PROGRAM

The college has an honors program for high achieving students. Both semesters of English Composition, American History, and English Literature are offered on an honors basis with enrollment by invitation only. Invitation is extended to those students with qualifying ACT scores and grades.



Students with scores of 25 or above on English and standard composite sections of the ACT are given advanced standing in English. If they elect to participate in Honors English.

### COLLEGE LEVEL EXAMINATION PROGRAM [CLEP]

East Central Junior College awards academic credit through the College Level Examination Program only on Subject Examinations to students who are enrolled at the College and who make a scaled score of 50 or above. Such credit will be limited to six (6) semester hours.

The college will accept from other colleges academic credit that has been established on either the General or Subject Examinations not to exceed six semester hours.

East Central does not serve as a testing center and does not establish credit on the General Examination. Credit established on CLEP will not carry letter grades and will not be included in calculating quality point averages.

### ACADEMIC PROBATION AND SUSPENSION

A student who fails to pass nine semester hours and to earn 18 quality points during a regular semester will be placed on probation until the academic record meets this minimum standard. If the minimum requirements are not met for two consecutive semesters, the student will be suspended for one regular semester. If the suspension occurs at the conclusion of the spring semester, it may be removed by attending summer school and improving the record to the stated minimum. Deviation from this policy will be made only with the approval of the Academic Probation Committee.

The above policy will also apply to all transfer students.

### COURSE CHANGE

A fee of \$5 is assessed for each change in schedule after the date a student's schedule is completed and accepted.

### CHANGING PROGRAM

A student should discuss any proposed changes in his program with the instructors involved, but no change in a student's program is official until the change has been approved by the counselor. No full-time student will be permitted to register in a new course after the second week of any regular semester.

### PROGRAM OF STUDY

A student registering for 12 or more semester hours will be considered a full-time student and should follow one of the curriculums as outlined.

### ACADEMIC CLASS ATTENDANCE AND ABSENCES

When a student enrolls in a course, the student assumes the responsibility for attending all class meetings, completing all assignments, and otherwise satisfying the requirements of that course. Realizing that from time to time there may be just cause for absence, the college has established the policy outlined below.

The student should discuss with the instructor the impending absence before it occurs where possible and immediately after return to class in emergencies. **The student is still responsible for all work missed regardless of the reason for being absent.**

Official absences are those incurred when students miss class while officially representing the college. The college sponsor of the group supplies a list to the Dean of Admissions and Records' office in advance, and instructors are notified from that office before the next meeting of the class following the absence. Official absences will not count in the total number of absences allowed the student.

Serious illness absences will be classified in one of the three classes listed and explained below:

- Confinement by the school nurse either in the clinic or in the dormitory. Students will receive written permission from the nurse to miss class only when she deems the illness serious enough to warrant confinement.
- Confinement in hospital or home under a physician's care. A statement must be brought to the instructors signed by the attending physician.
- Death in the family.

**Note:** These statements must be presented first to the Dean of Admissions and Records and then to each instructor whose class was missed. Periodic checks will be made by this office with the parent or physician to confirm suspicious cases.

- Unexcused absences will be allowed in the same number that the class meets per week. The absences are allowed for visits to other colleges, transacting personal business, missing rides, oversleeping, and all other reasons not specifically covered in classes #1 and #2 of the above.
- Any student reporting to class after the second bell and after roll has been checked will receive a tardy. Three tardies will result in a



student being counted absent from class and will be recorded as such.

**NOTE:** Total unofficial absences may not exceed twice the number of times a class meets for the week. If a student exceeds this number, he/she will be cut out of class and will receive an "F" for the course.

The student has the right to appeal if he or she feels that there are extenuating circumstances for exceeding the allowable number of absences or being cut out of class and receiving an "F" for the course. The student should submit in writing to the Dean of Students' office the reason for the appeal. The student will be allowed to attend class until a decision can be reached. The student will meet with the Absentee Appeals Committee. This committee will include the Dean of Students, student's instructor, academic or vocational counselor (depending on classification of student), administrator-at-large, instructor-at-large, and the SBA president. A majority vote will be necessary for the student to be reinstated back into class. Should the matter not be resolved to the student's satisfaction through the Absentee Appeals Committee, the student has the right to appeal to the President of the College. Any student requesting it shall be accorded an appeal to the Board of Trustees as the last step in the appeal process.

### VOCATIONAL ATTENDANCE AND ABSENCES

1. Class rolls are to be checked at the beginning of each class, laboratory or related studies session.
2. Students not present at roll check but reporting within 15 minutes will receive a tardy. Those reporting later than 15 minutes after roll check will be marked absent for  $\frac{1}{2}$  day.
3. A student may receive two tardies in the same half day but will not be charged more than  $\frac{1}{2}$  day absence in any half day.
4. Three tardies will count as 1 day absence. One or two tardies will not penalize a student until he receives the third tardy.
5. Any student leaving a class early will be subject to the same penalty in reverse. (Less than 15 minutes will be counted as a tardy and over 15 minutes as  $\frac{1}{2}$  day absence.)
6. A vocational student will be allowed to accumulate up to five (5) days absences in a semester of three (3) days in the summer in addition to the allowable official absences.
7. Any student exceeding the allowable numbers in (6) above will meet with the Absentee Appeals Committee of the college. The student should submit in writing the reason for his/her appeal to the Dean of Students' office and vocational counselor's office. The student will be allowed to attend class until a decision can be reached.

The committee will include the Dean of Students, the student's instructor, vocational counselor, an administrator-at-large, an administrator-at-large, and the SBA president. This committee may authorize non-official absences up to a maximum of nine (9) days. The committee may terminate a student with six or more absences at their discretion. A majority vote will be necessary for the student to be reinstated back into class. Should the matter not be resolved to the student's satisfaction through the Absentee Appeals Committee, the student has the right to appeal to the President of the college. Any student requesting it shall be accorded an appeal to the Board of Trustees as the last step in the appeal process.

### DROPPING A COURSE

If a student desires to drop a course, the student may do so at any time before midsemester week with a grade of "W" provided the student gets proper approval by the counselor.

If the student drops a course during mid-semester week or after mid-semester week, the student will get a grade of "G" (withdrawal passing) or "F" (withdrawal failing) provided the student gets proper approval by the counselor.

Unofficial withdrawal from a course at any time during the semester will result in a grade of "F". No student can drop a course five class days prior to examination.

### INCOMPLETE GRADES

A grade of "I" (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in the student's immediate family, or similar circumstances beyond the student's control, is unable to complete the course work or to take final examinations. The student must have in writing, an approval by the Dean of Admission and Records before the student can complete this course work.

An "Incomplete" on final semester grades must be removed by completing the required work by the end of the first six weeks of the next semester the student is in school, or a grade of "F" will be recorded by the Dean of Admissions and Records. The individual student has the responsibility of making the necessary arrangements with the instructor concerned.

### EXEMPTION

Any student who has applied and been accepted as a candidate for graduation may be exempt from the final examination of any course in which the student has a B or better average as of the last regular class meeting. Exemption of graduates and types of examinations (unit or comprehensive) are left to the discretion of the instructor.



## VOCATIONAL-TECHNICAL AWARDS AND RECOGNITION

Students in vocational shop programs, excluding Cosmetology, are recognized as graduating with honors provided they have a 3.0 average in the program they are completing. Final semester grades are averaged together to arrive at a grade point average. Final semester grades carry a point value of (A-4) (B-3) (C-2) (D-1) (F-0).

Honors in Cosmetology are figured by a numerical grade. A student in Cosmetology must have a 95 average for the three semesters to graduate with honors.

## PRE-REGISTRATION TESTS

The American College Test will be administered to all academic students under age 23 who have not previously taken it. The results will be used in classification.

## ORIENTATION

All students entering East Central Junior college for the first time are expected to participate in the orientation program. The program is designed to acquaint new students with rules and regulations of the college, registration procedures, and college curricula. During this time standardized testing is done, personal data sheets are completed, and students are assigned to faculty advisors who help them in proper course selection. School publications are reviewed, and handbooks are distributed and discussed.

## MAXIMUM LOAD

Fifteen or sixteen semester hours of academic work is considered a normal load each semester. First semester freshmen are not allowed to register for more than a normal load unless specified in the curriculum. Other students desiring to enroll for 20 or more semester hours must have special permission from an appropriate curriculum advisor and approval by the Dean of Instruction. A fulltime vocational student cannot enroll in a daytime academic course for credit.

## WITHDRAWAL FROM SCHOOL

Any student who leaves the college, except for temporary absences, must secure a withdrawal permit in duplicate from the Academic or Vocational Counselor's office, where he will be instructed as to the proper procedure. This permit, when completed, must be filed with the Dean of Admissions and Records and Business Manager of the college. A forced withdrawal may be processed by the Dean of Students or Dean of Admissions and Records.

## TRANSFER CREDITS

All credit transferred from accredited institutions are reproduced on the permanent records of East Central Junior College. This action is evidence that the credits are considered valid. Only those courses with C or better will be applied toward graduation when transferred average is less than C.

## GRADUATION

ALL STUDENTS EXPECTING TO BECOME CANDIDATES FOR DEGREES OR CERTIFICATES MUST FILE AN APPLICATION WITH THE DEAN OF INSTRUCTION BY THE ANNOUNCED DEADLINE DATE

## REQUIREMENTS FOR DEGREES

East Central Junior College grants three associate degrees — The Associate in Arts, The Associate in Science, and The Associate in Applied Science.

Students who plan to transfer to senior institutions should take note that substitution in the specified courses of Categories I and II below may be made with the approval of the Dean of Instruction in order to meet senior college requirements.

I. To graduate from the college with the degree of Associate in Arts a student must:

- (1) Earn a minimum of 64 semester hours of credit to include:
  - a. The 24 semester hours listed in the Basic College Core.
  - b. Not more than four semester hours of activity courses (Physical Education, band, choir, ROTC, and varsity sports).
- (2) Earn an average of two quality points for each semester hour attempted. Where a course is scheduled and rescheduled only the last grade recorded will count for quality point purposes.
- (3) Complete the last twelve semester hours at East Central Junior College.
- (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.

II. To graduate from the college with the degree of Associate in Science a student must:

- (1) Earn a minimum of 64 semester hours of credit to include:
  - a. The 24 semester hours listed in the Basic College Core.
  - b. Fourteen or more semester hours of laboratory science.
  - c. Not more than four semester hours of activity courses (Physical Education band, choir, ROTC, and varsity sports).
- (2) Earn an average of two quality points for each semester hour attempted. Where a course is scheduled and rescheduled, only the last grade recorded will count for quality point purposes.



- (3) Complete the last twelve semester hours at East Central Junior College.
  - (4) Earn not more than one-fourth of the work required from graduation by correspondence and-or extension.
- III. To graduate from the college with the degree of Associate in Applied Science a student must:
- (1) Earn a minimum of 64 semester hours of credit to include:
    - a. All technical courses in the curriculum guide, chapter 3.
    - b. Not more than four semester hours of activity courses (Physical Education, band, choir, ROTC, and varsity sports).
    - c. Enough approved non-technical electives to complete 64 semester hours when added to a. and b. above.
  - (2) Earn an average of two quality points for each semester hour attempted. When a course is scheduled and rescheduled, only the last grade recorded counts for quality point purposes.
  - (3) Complete the last regular semester at East Central Junior College.
  - (4) Earn not more than one-fourth of the work required from graduation by correspondence and-or extension.

### REQUIREMENTS FOR CERTIFICATES

East Central Junior College grants nine months, one year, eighteen months, and two year certificates.

To graduate from the college with a certificate in a particular program a student must:

- (1) Make a passing grade and average a "C" (2.00 point) on all those courses required in the curriculum.
- (2) Satisfactorily complete a prescribed certificate program as outlined under curriculum.

### GRADUATION FEE

A \$20.00 graduate fee is charged all students who are tentatively accepted for graduation.

### TRANSCRIPTS

It is the policy of this institution to furnish free to each graduate of East Central Junior College upon written request one transcript of his or her credits earned here. If a request for a transcript occurs during the period a student is attending the college, a charge of \$1.00 is made. All other transcripts are \$2.00 each. Correspondence pertaining to this service should be addressed to the Dean of Admissions and Records of the college. The college reserves the right to protect the student's records from outside agencies.

### HEALTH SERVICES

East Central Junior College realizes that good health is necessary for educational progress and future welfare of its students. The campus infirmary is a part of the facilities available to students. A nurse is employed full time and is available to students for medical service.

The Town of Decatur has two medical clinics with two local physicians. Two hospitals are located within ten miles of the college. Fees paid upon entrance take care of routine medical care and simple medication. The student is responsible for any major medical service. Each student is required to have a health certificate form on file with the college. This completed form is a part of the admission requirement of the college.

### COUNSELING AND GUIDANCE

East Central Junior College is wholly committed to providing the service of professionally trained guidance personnel to all of its students. The purpose of the guidance work is to provide professional assistance to the students in deciding academic, vocational, and personal questions, especially as they involve their college life.

The Dean of Students has overall supervision and coordination of guidance, counseling, extra-curricular activities, religious development, and alumni affairs. In addition, two full-time academic counselors and a full-time vocational counselor are employed in the guidance department. Also, faculty members serve as academic advisors in their particular areas. Academic advisors are selected by the students from the teaching faculty according to curricula, faculty members are well qualified to assist the students in their academic career planning. Each student upon entering selects a course of study with the aid of one or more of the counseling personnel. Frequent meetings are held, and the students are urged to keep constantly in touch with their Academic Advisor on matters pertaining to their educational or vocational careers. By careful planning, the students can find and pursue the course of study that will be most helpful in their chosen profession. Each student is thus aided in choosing a vocation for which the student is best suited.

Personal problems should be referred to the Dean of Students or one of the professionally qualified guidance persons working under the Dean of Student's supervision.

### FIREARMS ON CAMPUS

In keeping with the laws of Mississippi, students are not permitted to have rifles, shotguns, or other forms of weapons on campus.



## STUDENT IDENTIFICATION CARD

Each full-time student will be issued an identification card during registration at a cost of \$3.00. The card will be used as activity card during regular school session. Failure to show or surrender the identification card when requested by any East Central Junior College official will result in disciplinary action. Replacement of card due to loss will cost \$3.00.

## UNSATISFACTORY CONDUCT

Upon enrollment each student is given a Student Handbook in which rules of conduct and major violations are listed in detail. Students disobeying the school conduct regulations are presented to the Faculty discipline committee for action. Each violation is dealt with in the best interest of the students and school.

## NON-CREDIT COURSES

Non-credit courses in the field of Adult Education are offered in the vocational programs and other special interest areas when sufficient numbers warrant class offerings.

## EXTENSION CENTER

Classes may be organized in courses given credit beyond junior college credit. The college has served as an Extension Center for Mississippi State University and the University of Southern Mississippi at various times in the past.





## CHAPTER 5

# PROGRAMS OF STUDY

Suggested programs of study in many fields of interest have been established with recommended courses for each semester. Students should note that these outlines are suggestions, not requirements. Requirements for degrees and certificates are listed in Chapter Four.

## UNIVERSITY PARALLEL PROGRAMS

The East Central Junior College transfer programs are designed for the student who wishes to complete two years of college work and continue toward a Baccalaureate degree at a senior college. These suggested programs of study have been set up with extreme care; yet students should consult with advisors and the university or college catalog of their choice.

### BASIC COLLEGE CORE CURRICULUM

This core curriculum is designed for students who later plan to transfer with junior standing to one of the four-year colleges in Mississippi. Students should understand that different colleges and universities have their own requirements, and students should consult the latest catalog of the institution in which they are interested.

The following core curriculum is required by all universities under the State Board of Trustees, Institutions of Higher Learning beginning fall 1984 and is incorporated in all transfer programs of study as outlined in this chapter.

English Composition . . . . .	6 semester hours
Laboratory Science . . . . .	6 semester hours
College Algebra . . . . .	3 semester hours
Humanities & Fine Arts . . . . .	9 semester hours
Total	24 semester hours

This same 24 semester hour core curriculum is required for graduation

East Central Junior College in both transfer degrees — the Associate in Arts and the Associate in Science. (See requirements for each section of chapter four — Academic Policies.)

## AGRICULTURE (AGRI)

Advisor: Dr. Tucker

The combination of courses in this curriculum is offered for students who are planning to be professional agriculture workers. Students expecting to complete a four-year Agricultural Course in a senior college should select this curriculum.

### GENERAL AGRICULTURE AND OTHER FOUR-YEAR COLLEGE OF

#### AGRICULTURE PROGRAMS

##### FRESHMAN YEAR

First Semester	Second Semester
ENG 1113 English Composition . . . . .3	ENG 1123 English Composition . . . . .3
CHE 1214 General Chemistry . . . . .4	CHE 1224 General Chemistry . . . . .4
AMH 1113 American History . . . . .3	* Approved Electives . . . . .9
MAT 1313 College Algebra . . . . .3	
ART 1113 or Music 1113 . . . . .3	
<hr/>	<hr/>
16	16

##### SOPHOMORE YEAR

First Semester	Second Semester
AMH 1113 Amer. Nat. Government . . .3	SPT 1113 Oral Communication . . . .3
BIO 1104 General Biology . . . . .4	BIO 2424 Zoology . . . . .4
ECO 2113 Principles of Ec. . . . .3	ECO 2123 Principles of Ec. . . . .3
* Approved Electives . . . . .7	* Approved Electives . . . . .6
<hr/>	<hr/>
17	16

\* Approved by curriculum advisor for specific transfer requirements



## ART (ARTC)

Advisor: Mr. Guraedy

Students planning to major in art in a senior college or university should select this curriculum.

### FRESHMAN YEAR

First Semester	Second Semester
ART 1413 Design I. . . . .3	ART 1423 Design II. . . . .3
ART 1313 Drawing I. . . . .3	ART 1323 Drawing II. . . . .3
ART 1113 Art Appreciation. . . . .3	ENG 1123 English Composition II. . . . .3
ENG 1113 English Composition I. . . . .3	HIS 1173 World Civilization II. . . . .3
HIS 1163 World Civilization I. . . . .3	Elective. . . . .3
Activity. . . . .1	Activity. . . . .1
<hr/>	<hr/>
16	16

### SOPHOMORE YEAR

First Semester	Second Semester
MAT 1313 Algebra. . . . .3	ENG 2333 English Literature II. . . . .3
ENG 2323 English Literature I. . . . .3	BIO 1144 Gen. Biology. . . . .3
Social Science Elective. . . . .3	Social Science Elective. . . . .3
Art Elective. . . . .3	Art Elective. . . . .3
BIO 1134 Gen. Biology. . . . .4	Elective. . . . .3
<hr/>	<hr/>
16	16

## BUSINESS ADMINISTRATION (BADM)

Advisor: Mrs. Holt

Students should take this curriculum who plan to continue through a four-year college course in Business Administration, Accounting, Banking and Finance, Marketing, Management, and other business fields.

### FRESHMAN YEAR

First Semester	Second Semester
ENG 1113 English Composition. . . . .3	ENG 1123 English Composition. . . . .3
PSY 1513 General Psychology. . . . .3	HIS History (Elective). . . . .3
MAT 1313 College Algebra. . . . .3	BIO 1144 General Biology. . . . .3
HIS History (Elective). . . . .3	SPT 1113 Oral Communication. . . . .3
BIO 1134 General Biology. . . . .4	MAT 1333 Finite Mathematics. . . . .3
Activity. . . . .1	Activity. . . . .1
<hr/>	<hr/>
17	17

### SOPHOMORE YEAR

First Semester	Second Semester
ENG Literature (English or American). . . . .3	ENG Literature (English or American). . . . .3
PSC 1113 Amer. Nat. Government. . . . .3	ECO 2123 Principles of Economics. . . . .3
ECO 2113 Principles of Economics. . . . .3	ACC 1223 Principles of Accounting. . . . .3
ACC 1213 Principles of Accounting. . . . .3	BAD 2323 Business Statistics. . . . .3
BAD 2413 Business Law. . . . .3	Art or Music Appreciation. . . . .3
<hr/>	<hr/>
15	15

## BUSINESS EDUCATION (BEDU)

Students planning to teach business in secondary schools should major in Secondary Education.

## COMPUTER SCIENCE (CSCI)

Advisor: Mr. Fulton

### FRESHMAN YEAR

First Semester	Second Semester
ENG 1113 English Composition. . . . .3	ENG 1123 English Composition. . . . .3
MAT 1313 College Algebra. . . . .3	MAT 1613 Calculus I. . . . .3
MAT 1323 Trigonometry. . . . .3	MAT 1623 Calculus II. . . . .3
Laboratory Science. . . . .4	*SCI Laboratory Science. . . . .4
1113 Intro. to Computer Con. . . . .3	CSC 1533 Programming I. . . . .3
<hr/>	<hr/>
16	16

### SOPHOMORE YEAR

First Semester	Second Semester
* Humanities. . . . .6	* Humanities. . . . .6
PHY 2414 General Physics. . . . .4	*PHY 2424 General Physics. . . . .4
PHY 2543 Programming II. . . . .3	CSC 2613 File Systems. . . . .3
* Elective. . . . .6	*Elective (Fine Arts). . . . .3
<hr/>	<hr/>
19	16

\* Electives should be selected with the approval of the curriculum advisor to meet specific university requirements.

## DENTISTRY (PDEN)

Students majoring in predentistry should enroll in the medical curriculum.



# EAST CENTRAL JUNIOR COLLEGE EDUCATION, ELEMENTARY (EEDU)

Advisors: Mrs. Pouncey, Miss Wood, Mr. McMullen

An education curriculum should be selected by those who are planning to teach. The requirements include courses in General Education, Professional Education, and Specialized Education. Those who plan to teach in high school should decide on their teaching field and take one or more courses in the field each semester. The Comp test should be taken during the second semester of the sophomore year.

## FRESHMAN YEAR

First Semester	Second Semester
ENG 1113 English Composition . . . . . 3	ENG 1123 English Composition . . . . . 3
BIO 1134 General Biology . . . . . 4	BIO 1144 General Biology . . . . . 4
HIS History (World or American) . . . . . 3	PSC 1113 Nat'l. Government MAT 1733 Informal Geometry and Algebra . . . . . 3
MAT 1723 The Real Number System . . . . . 3	PSY 1513 General Psychology . . . . . 3
HPR 1213 Per. & Com. Health . . . . . 3	
	16

## SOPHOMORE YEAR

First Semester	Second Semester
ENG Literature (English or American) . . . . . 3	ART 1113 Art. App. . . . . 3
PHY 2313 Survey of Gen. Physics . . . . . 3	ART 1913 Art for Elementary Teachers . . . . . 3
MUS 2513 Music for Children . . . . . 3	GEO 1113 World Geography . . . . . 3
EPY 2513 Child Psychology . . . . . 3	SPT 1113 Oral Communication . . . . . 3
EDU 1613 Foundations of Ed. . . . . 3	EDU 2543 Educational Psychology . . . . . 3
MAT 1313 College Algebra . . . . . 3	
	18

## EDUCATION, INDUSTRIAL (IEDU)

Advisor: Mr. C. Clark

## FRESHMAN YEAR

First Semester	Second Semester
ENG 1113 English Composition . . . . . 3	ENG 1123 English Composition . . . . . 3
GRA 1143 Graphic Com. . . . . 3	GRA 1153 Visualization and Graphic Design . . . . . 3
BIO 1134 General Biology . . . . . 4	BIO 1144 General Biology . . . . . 4
HIS History (Elective) . . . . . 3	HIS History (Elective) . . . . . 3
ART 1113 or MUS 1113 . . . . . 3	PSY 1513 General Psychology . . . . . 3
Activity . . . . . 1	PSY 1513
	17

## SOPHOMORE YEAR

First Semester	Second Semester
Literature (English or American) . . . . . 3	ENG Literature (English or American) . . . . . 3
Survey of Gen. Physics . . . . . 3	HPR 1213 Per. & Com. Health . . . . . 3
College Algebra . . . . . 3	EPY 2523 Adolescent Psychology . . . . . 3
Amel. Nat. Government . . . . . 3	Electives . . . . . 6
Oral Communication . . . . . 3	
	15

## EDUCATION, PHYSICAL (PEDU)

Advisors: Miss L. Wood, Mr. J. Clark, Mr. Kilpatrick

## FRESHMAN YEAR

First Semester	Second Semester
ENG 1113 English Composition . . . . . 3	ENG 1123 English Composition . . . . . 3
BIO 1134 General Biology . . . . . 4	MAT 1313 College Algebra . . . . . 3
HPR 1213 Per. & Com. Health . . . . . 3	BIO 1144 General Biology . . . . . 4
HIS History (World or American) . . . . . 3	HIS History (World or American) . . . . . 3
MAT 1723 or MUS 1113 . . . . . 3	HPR 2213 First Aid . . . . . 3
Activity (Tennis) . . . . . 1	HPR Activity (Golf) . . . . . 1 to 3
	17 to 19

## SOPHOMORE YEAR

First Semester	Second Semester
ENG Literature (English or American) . . . . . 3	ENG Literature (English or American) . . . . . 3
ECO 2213 Economics . . . . . 3	HPR 2323 Rec. Leadership . . . . . 3
or	MAT Math or
PSY 2113 Intro. to Sociology . . . . . 3	SCI Science (Elective) . . . . . 3
Physical Science Elective . . . . . 3	EPY 2523 Adolescent Psychology . . . . . 3
HPR 1313 Introduction to Health, Physical Education and Recreation . . . . . 3	SOC 2143 Mar. & Family . . . . . 3
PSY 1113 Oral Communication . . . . . 3	HPR Activity . . . . . 1
HPR Activity (Fitness & Cond) . . . . . 1	
	16

## RECOMMENDED ELECTIVES

- HPR 2422 Football Theory
- HPR 2432 Basketball Theory
- EDU 2543 Educational Psychology



# EAST CENTRAL JUNIOR COLLEGE EDUCATION, SECONDARY (SEDU)

Advisors: Mrs. Pouncey, Miss Wood, Mr. McMullan

## FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition . . . . .	3	ENG 1123 English Composition . . . . .	3
PSY 1513 General Psychology . . . . .	3	HPR 1213 Per. & Com. Health . . . . .	3
BIO 1134 General Biology . . . . .	4	BIO 1144 General Biology . . . . .	3
HIS History (World or American) . . . . .	3	ART 1113 Art Appreciation . . . . .	3
MAT 1313 College Algebra . . . . .	3	or MUS 1113 Music Appreciation . . . . .	3
		HIS History (World or American) . . . . .	3
	16		

## SOPHOMORE YEAR

First Semester		Second Semester	
ENG Literature (English or American) . . . . .	3	ENG Literature (English or American) . . . . .	3
SCI Chemistry, Physics or Gen. Physics . . . . .	4	HIS Social Studies . . . . .	3
EDU 1613 Foundation of Ed. . . . .	3	EPY 2523 Adolescent Psychology . . . . .	3
Electives . . . . .	6	SPT 1113 Oral Communication Electives . . . . .	3
	16		

## RECOMMENDED ELECTIVES

Courses in the field you plan to teach. (See teaching areas listed below):

English: ENG 2323 or 2333 English Literature; ENG 2223 or 2233 American Literature.

Mathematics: MAT 1323 Trigonometry Cal. I 1613, Cal. II 1623, Cal. III 2613, Cal. IV 2623, Differential Equations 2913.

Physical Education: HPR 1313 Intro. to Health Physical Education & Recreation, HPR 2213 First Aid, HPR 2323 Recreational Leadership. Minimum of 3 P.E. activity courses.

Social Studies: HIS 1163 or 1173 World Civ., Am. History 2213, 2223 Geography 1113, Sociology 2113, Am. Government 1113, State & Local Gov. 1123, Economics 2113.

Speech: 1233 Acting I, 1213, Fundamentals of Theatre.

Home Economics: HEC 1213 Food Selection & Preparation, HEC 1313 Elementary Clothing, HEC 2213 Meal Management, HEC Advanced Clothing, Construction.

# ENGINEERING (ENGR)

Advisors: Dr. Harris, Mr. Smith, Mrs. McMullan

Students who are interested in any engineering field should register in this curriculum. The first two years of engineering are basically the same in all branches of engineering, and this curriculum is designed to meet these needs.

## FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition . . . . .	3	ENG 1123 English Composition . . . . .	3
BIO 1134 General Biology . . . . .	3	GRA 1153 Visualization and Graphic Design . . . . .	3
MAT 1313 College Algebra . . . . .	3	MAT 1613 Calculus I . . . . .	3
PHY 1213 Trigonometry . . . . .	3	MAT 1623 Calculus II . . . . .	3
PHY 1214 General Chemistry . . . . .	4	CHE 1224 General Chemistry . . . . .	4
Activity . . . . .	1		
	17		16

## SOPHOMORE YEAR

First Semester		Second Semester	
MAT 2613 Calculus III . . . . .	3	PSC 1113 Amer. Nat. Government . . . . .	3
MAT 2623 Calculus IV . . . . .	3	MAT 2913 Differential Equations . . . . .	3
PHY 2414 General Physics . . . . .	4	PHY 2414 General Physics . . . . .	4
PHY 2413 American History I . . . . .	3	Humanities (Electives) . . . . .	6
PHY 2113 Prin. of Economics . . . . .	3	CSC 1313 Fortran Programming . . . . .	3
Fine Arts (Elective) . . . . .	3		
	19		19

## RECOMMENDED COURSES

HIS 1163 World Civilization I  
HIS 2223 American History  
Literature (any)

SOC 2113 Intro. to Sociology  
CHE 2424-2324 Organic Chemistry  
(for Chemical Engineer)  
PSY 1513 Psychology

## FORESTRY (FORS)

Advisor: Dr. Tucker

## FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition . . . . .	3	ENG 1123 English Composition . . . . .	3
BIO 1134 General Biology . . . . .	4	BIO 1144 General Biology . . . . .	4
CHE 1214 College Chemistry . . . . .	4	CHE 1224 College Chemistry . . . . .	4
MAT 1313 College Algebra . . . . .	3	MAT 1323 Trigonometry . . . . .	3
HIS History . . . . .	3	HIS History . . . . .	3
	17		17



## SOPHOMORE YEAR

First Semester		Second Semester	
ECO 2113 Principles of Economics	3	SPT 1113 Oral Communication	3
MAT 1613 Calculus I	3	Social Studies	3
ENG Literature	3	Elective	3
Fine Arts Elective	3	*Electives	3
*Elective	3	Literature	3
	15		

\* Electives to be selected with advisor based on upper division option selected.

HOME ECONOMICS  
(HECO)

Advisor: Mrs. Pouncey

## Clothing, Textiles, and Fashion Merchandising

## FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition	3	ENG 1123 English Composition	3
BIO 1134 Biology	4	BIO 1144 Biology	4
HEC 1131 Introduction to Modeling	1	HIS History	3
ART 1113 Art Appreciation	3	HEC 1313 Elementary Clothing	3
HIS History	3	MAT 1313 College Algebra	3
PSY 1513 General Psychology	3		
	17		

## SOPHOMORE YEAR

First Semester		Second Semester	
ART 1413 Design I	3	ECO 2133 Principles of Economics	3
ACC 1213 Principles of Accounting	3	ENG Literature	3
HEC 1111 Social Usage	1	HEC 2213 Meal Management	3
ENG Literature	3	PHY 2213 Physical Science	3
EPY 2513 Child Psychology	3	SOC 2113 Sociology	3
SPT 1113 Oral Communications	3		
	16		

## HOME ECONOMICS EDUCATION

See Secondary Education Curriculum and follow suggested outline for students interested in teaching home economics.

Students who choose other fields in home economics should consult the advisor to help in course selection.

LIBERAL ARTS  
(LART)

Social Science Advisors: Dr. Ethridge, Mr. Thrash,  
Mr. Pace

Art Advisor: Mr. Guraedy, Mathematics Advisors:  
Dr. Harris, Mrs. McMullan, Mr. Smith

English Advisors: Mr. Vickers, Mrs. Alford, Mr. Mayes  
Science Advisors: Mr. Mason, Dr. Fisher, Mr. Deaton,  
Mrs. Heard

Speech Advisor: Mr. Peterson

The Liberal Arts Curriculum will meet the pre-professional needs of many students who are planning some professional vocation. It may be selected by the pre-law students, by pre-ministerial students, or by those planning a career in journalism, or social work, and by others. In addition to the above, students who come to college to secure the general and liberalizing value of education, who are planning to continue a similar curriculum in a four-year college, or whose interests cannot be met by another curriculum usually select this curriculum. Electives should be chosen from a student's field of interest with the approval of the individual's advisor.

## FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition	3	ENG 1123 English Composition	3
HIS History	3	HIS History	3
(World or American)	3	(World or American)	3
BIO 1134 General Biology	4	BIO 1144 General Biology	4
MAT 1313 College Algebra	3	SPT 1113 Oral Communication	3
PSY 1513 Psychology	3	Elective	3
Activity	1	Activity	1
	17		17

## SOPHOMORE YEAR

First Semester		Second Semester	
ENG Literature	3	ENG Literature	3
(English or American)	3	(English or American)	3
PHY 1113 Amer. Nat. Government	3	SOC 2113 Sociology	3
Electives	6	Electives	9
ART 1113 or MUS 1113	3		
	15		15

## RECOMMENDED ELECTIVES

6 to 12 semester hours of Spanish should be strongly considered

PSY 1513 General Psychology

HPR 1313 Per. & Com. Health



## MEDICAL (PMED)

Advisors: Mr. Mason, Mrs. Heard, Dr. Fisher

The curriculum listed below will satisfy the requirements of the first two years of preprofessional study leading to professional school.

### FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition	3	ENG 1123 English Composition	3
MAT 1313 College Algebra	3	MAT 1323 Trigonometry	3
CHE 1214 General Chemistry	4	CHE 1224 General Chemistry	4
BIO 2414 Zoology	4	BIO 2424 Zoology	4
Art or Music App.	3	Elective	3

17

### SOPHOMORE YEAR

First Semester		Second Semester	
ENG Literature or Language	3	ENG Literature or Language	3
CHE 2424 Organic Chemistry	4	CHE 2434 Organic Chemistry	4
HIS 1163 World Civilization I	3	HIS 1173 World Civilization II	3
PHY 2414 General Physics	4	PHY 2424 General Physics	4
Elective	3	Elective	3

17

## MEDICAL TECHNOLOGY (MTEC)

Advisors: Mr. Mason, Mrs. Heard

### FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition	3	ENG 1123 English Composition	3
MAT 1313 College Algebra	3	MAT 1323 Trigonometry	3
PSY 1513 Psychology	3	SOC 2113 Sociology	3
CHE 1214 Chemistry	4	CHE 1224 Chemistry	4
BIO 2414 Zoology	4	BIO 2424 Zoology	4

17

### SOPHOMORE YEAR

First Semester		Second Semester	
CHE 2424 Organic Chemistry	4	CHE 2434 Organic Chemistry	4
BIO 2514 Anatomy and Physiology	4	BIO 2524 Anatomy and Physiology	4
Art or Music App.	3	BIO 2924 Microbiology	4
ENG Literature (English or American)	3	ENG Literature (English or American)	3
Elective	3		

17

15

## MUSIC

Advisors: Mr. Hinson, Mr. Carson, Mrs. Graham

The work of the music department is organized (1) to give sound foundation work in music theory, (2) to develop understanding and appreciation of the literature and history of music, and (3) to develop techniques with the voice and music instruments.

The following suggested programs of study lead to the Bachelor's degree with vocal, instrumental, or piano emphasis.

## MUSIC WITH INSTRUMENTAL EMPHASIS (MEIE)

Advisor: Mr. Carson

### FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition	3	ENG 1123 English Composition	3
MUS 1214 Music Theory I	4	MUS 1224 Music Theory II	4
HIS 1163 World Civilization	3	HIS 1173 World Civilization	3
MAT 1313 College Algebra	3	MUS 1123 Music Survey	3
MUA 1511 Class Piano I	1	MUA 1521 Class Piano	1
MUA 1711 Class Voice I	1	MUA 1721 Class Voice	1
MUA 1172 Brass I	2	*MUA 1182 Brass II	2
MUA 1472 Percussion I	2	*MUA 1482 Percussion II	2
MUA 1872 Woodwinds I	2	*MUA 1882 Woodwinds II	2
MUO 1111 Band I	1	MUO 1121 Band II	1

18

18

Choose Major Instrument

### SOPHOMORE YEAR

First Semester		Second Semester	
ENG 2223 Literature (American) or Literature (English)	3	ENG 2233 Literature (American) or Literature (English)	3
MUS 2214 Music Theory III	4	MUS 2224 Music Theory IV	4
BIO 1134 General Biology	4	BIO 1144 General Biology	4
or		or	
PHY 2313 Survey of Gen. Physics	3	PHY 2323 Survey of Gen. Physics	3
MUA 2511 Class Piano III	1	MUA 2521 Class Piano IV	1
MUA 2711 Class Voice III	1	MUA 2721 Class Voice IV	1
MUA 2712 Brass III	2	*MUA 2182 Brass IV	2
MUA 2472 Percussion III	2	*MUA 2482 Percussion IV	2
MUA 2872 Woodwinds III	2	*MUA 2882 Woodwinds IV	2
MUO 2111 Band III	1	MUO 2121 Band IV	1

15 or 16

15 or 16

Choose Major Instrument



## MUSIC WITH PIANO EMPHASIS (MEPE)

Advisor: Mrs. Graham

### FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition	3	ENG 1123 English Composition	
MUS 1214 Music Theory I	4	MUS 1224 Music Theory II	
HIS 1163 World Civilization	3	HIS 1173 World Civilization	
MAT 1313 College Algebra	3	MUS 1123 Music Survey	
MUA 1572 Major Piano I	2	MUA 1582 Major Piano II	
MUA 1762 Major Voice I	2	MUA 1782 Major Piano II	
MUO 1211 Chorus I	1	MUO 1221 Chorus II	

18

### SOPHOMORE YEAR

First Semester		Second Semester	
ENG 2223 Literature (American)	3	ENG 2233 Literature (American)	
or		or	
ENG 2323 Literature (English)	3	ENG 2333 Literature (English)	
MUS 2214 Music Theory III	4	MUS 2224 Music Theory	
BIO 1134 General Biology	4	BIO 1144 General Biology	
or		or	
PHY 2313 Survey of Gen. Physics	3	PHY 2313 Survey of Gen. Physics	
MUA 2562 Major Piano III	2	MUA 2582 Major Piano IV	
MUA 2762 Major Voice III	2	MUA 2782 Major Voice IV	
MUO 2211 Chorus III	1	MUO 1221 Chorus IV	

15 or 16

## MUSIC WITH VOCAL EMPHASIS (MEVE)

Advisor: Mr. Hinson

### FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition	3	ENG 1123 English Composition	
MUS 1214 Music Theory	4	MUS 1224 Music Theory II	
HIS 1163 World Civilization I	3	HIS 1173 World Civilization	
MAT 1313 College Algebra	3	MUS 1123 Music Survey	
MUA 1511 Class Piano I	1	MUA 1521 Class Piano II	
or		or	
MUA 1572 Major Piano I	2	MUA 1582 Major Piano II	
MUA 1762 Major Voice I	2	MUA 1782 Major Voice II	
MUO 1211 Chorus I	1	MUO 1221 Chorus II	

17 or 18

17 or 18

### SOPHOMORE YEAR

First Semester		Second Semester	
ENG 2223 Literature (American)	3	ENG 2233 Literature (American)	
or		or	
ENG 2323 Literature (English)	3	ENG 2333 Literature (English)	3
MUS 2214 Music Theory III	4	MUS 2224 Music Theory IV	4
BIO 1134 General Biology	4	BIO 1144 General Biology	4
or		or	
PHY 2313 Survey of Gen. Physics	3	PHY 2323 Survey of Gen. Physics	3
MUA 2511 Class Piano III	1	MUA 2521 Class Piano IV	1
or		or	
MUA 2572 Major Piano III	2	MUA 2582 Major Piano IV	2
MUA 2762 Major Voice III	2	MUA 2782 Major Voice IV	2
Elective	3	MUO 2221 Chorus IV	1
MUO 2211 Chorus III	1		

17, 18 or 19

17, 18 or 19

## NURSING (PNUR)

Advisors: Mr. Mason, Mrs. Heard

The program below is designed to meet the requirements in pre-nursing and to prepare the student to enter the B.S. degree program at a university as a junior nursing student.

### FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition	3	ENG 1123 English Composition	3
CHE 1214 General Chemistry	4	CHE 1224 General Chemistry	4
HIS 1163 World Civilization I	3	HIS 1173 World Civilization II	3
MAT 1313 College Algebra	3	SOC 2113 Introduction to Sociology	3
PSY 1513 General Psychology	3	SOC 2143 Marriage and Family	3

16

16

### SOPHOMORE YEAR

First Semester		Second Semester	
ENG Literature (English or American)	3	ENG Literature (English or American)	3
Zoology or Biology	4	CSC 1113 Introd. to Computer Con.	3
BIO 2514 Anatomy & Physiology	4	BIO 2524 Anatomy & Physiology	4
PSY 2513 Child Psychology	3	EPY 2523 Adolescent Psychology	3
Art or Music App.	3	BIO 2924 Microbiology	4

17

17

Electives should be selected with the approval of the curriculum advisor to meet the specific university nursing school requirement.

## OPTOMETRY (POPT)

Students majoring in optometry should enroll in the medical curriculum.



## PHARMACY (PPHA)

Advisor: Mr. Mason

The curriculum below will meet the requirements of pharmacy at most universities.

### FRESHMAN YEAR

First Semester	Second Semester
ENG 1113 English Composition . . . . . 3	ENG 1123 English Composition . . . . . 3
MAT 1313 College Algebra . . . . . 3	MAT 1323 Trigonometry . . . . . 3
CHE 1214 General Chemistry . . . . . 4	BIO 1214 Zoology or Biology . . . . . 4
BIO 1214 Zoology or Biology . . . . . 4	CHE 1224 General Chemistry . . . . . 4
HIS 1163 World Civilization I . . . . . 3	HIS 1173 World Civilization II . . . . . 3

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### SOPHOMORE YEAR

First Semester	Second Semester
ECO 2113 Economics . . . . . 3	ECO 2123 Economics (Elective) . . . . . 3
CHE 2424 Organic Chemistry . . . . . 4	CHE 2434 Organic Chemistry . . . . . 4
PHY 2414 General Physics . . . . . 4	BIO 2924 Microbiology . . . . . 4
Art or Music App. . . . . 3	PHY 2424 General Physics . . . . . 4
Elective . . . . . 3	Elective . . . . . 3

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### RECOMMENDED ELECTIVES

PSC 1113 Amer. Nat. Government	HIS 2213, 2223 American History
HPR 2531 Individual & Dual Sports	SOC 2113 Introduction to Sociology
ACC 1213 Principles of Accounting	MAT 1613, 1623 Calculus
ENG 2323, 2333 Literature	

75 semester hours may be transferred to the University of Mississippi School of Pharmacy.

## PHYSICAL THERAPY (PTHE)

Advisors: Mr. Mason, Mrs. Heard

### FRESHMAN YEAR

First Semester	Second Semester
ENG 1113 English Composition . . . . . 3	ENG 1123 English Composition . . . . . 3
PSY 1513 Psychology . . . . . 3	PSY 2523 Adolescent Psychology . . . . . 3
MAT 1313 College Algebra . . . . . 3	SOC 2113 Sociology . . . . . 3
CHE 1214 Chemistry . . . . . 4	CHE 1224 Chemistry . . . . . 4
BIO 1134 Biology . . . . . 4	BIO 1144 Biology . . . . . 4

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### SOPHOMORE YEAR

First Semester	Second Semester
PHY 2414 Gen. Physics . . . . . 4	PHY 2424 Gen. Physics . . . . . 4
PHY 2414 Anatomy and Physiology . . . . . 4	BIO 2524 Anatomy and Physiology . . . . . 4
ENG 1113 Oral Communication . . . . . 3	ENG 1123 Literature (English or American) . . . . . 3
Literature (English or American) . . . . . 3	Music or Art App. . . . . 3
PSY 1513 Child Psychology . . . . . 3	

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## VETERINARY MEDICINE (PVET)

Advisors: Mr. Mason, Mrs. Heard

### FRESHMAN YEAR

First Semester	Second Semester
PHY 2414 College Chemistry . . . . . 4	CHE 1224 College Chemistry . . . . . 4
ENG 1113 English Composition . . . . . 3	ENG 1123 English Composition . . . . . 3
MAT 1313 College Algebra . . . . . 3	MAT 1323 Trigonometry . . . . . 3
PHY 2414 Zoology . . . . . 4	BIO 2424 Zoology . . . . . 4
* Soc. Sci. or Humanities . . . . . 3	* * Soc. Sci. or Humanities . . . . . 3

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### SOPHOMORE YEAR

First Semester	Second Semester
PHY 2424 Organic Chemistry . . . . . 4	CHE 2434 Organic Chemistry . . . . . 4
PHY 2414 General Physics . . . . . 4	SPT 1113 Oral Communication . . . . . 3
* Soc. Sci. or Humanities . . . . . 9	* Electives . . . . . 8

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Physics and Microbiology recommended  
\* Social Science, Humanities courses to be selected from History, Political Science, Sociology, Economics, Literature, Music, Art, Psychology.

E.C.C.C.



# TECHNICAL PROGRAMS

Technical training programs at East Central Junior College are designed to prepare the student for employment upon completion of a specified program curriculum. Students who complete a two year program are then eligible to receive the Associate of Applied Science Degree. Students who complete the nine-month options in Business Technology and Computer Technology will receive a certificate.

## Business Technology

The overall objective of the Business Technology Programs is to provide business training in theory and practical applications necessary for employment in business, industry, government agencies, and professional areas. The curriculum consists primarily of training to provide employable skills using up-to-date procedures, processes, and equipment.

The Associate in Applied Science degree is awarded for successful completion of any one of the following Business Technology programs: Administrative Secretary, Administrative Assistant, and Word Processing. The following courses are required of all Business Technology majors.

	Semester Hours
Typewriting/Elementary or Intermediate	3
Accounting	3
Business English	3
Business Communications	3
Introduction to Information Processing	3
English Composition	3
Records Management	3
Psychology	3
Oral Communications	3
Introduction to Business	3
Business Calculations	3
<b>Total</b>	<b>28</b>

## ADMINISTRATIVE SECRETARY

The administrative secretary option provides training for employment as a secretary in organizations of every description. Duties range from dictation, typewriting, filing, routing mail, and answering the telephone to more complex work such as writing letters, conducting research, and preparing statistical reports.

The administrative secretary option consists of the core curriculum and the following courses.

	Semester Hours
Intermediate or Advanced Typewriting	3
Shorthand I, II, and III	9
Office Procedures	3
Machine Transcription	3
Word Processing I	3
Business or Activity (Max 4 hrs. Activities)	7
Elective	7
<b>Total</b>	<b>28</b>

## ADMINISTRATIVE ASSISTANT

Completion of the administrative assistant options give an understanding of general business activities required of all office employees for occupational competence. Students gain mastery of the skills and a thorough knowledge of the subject matter essential for initial employment.

Typical jobs are typist, receptionist, machine transcriptionist, word processor, and record keeper.

The administrative assistant option consists of the core curriculum and the following courses.

	Semester Hours
Intermediate or Advanced Typewriting	3
Office Procedures	3
Machine Transcription	3
Word Processing I and II	6
Accounting II	3
Business Law	3
Electives not to include more than four Activities	7
<b>Total</b>	<b>28</b>



## WORD PROCESSING

This is the era of high technology—the age of information processing. To maintain a competitive edge in this fast-paced world, business organizations sense a critical need to do more work in less time and generating reduced cost. As a result, high levels of productivity are required. To attain such a far-reaching goal, managers rely on benefits progressively more powerful technologies, which include new concepts and new equipment as well as more highly qualified personnel.

Upon successful completion of this program, the student should be prepared for positions as word processors, supervisors of word processors, and managers of word processing operations.

The word processing option consists of the core curriculum and the following courses.

	Semester Hours
Data Base Management . . . . .	3
Word Processing I . . . . .	3
Word Processing II . . . . .	3
Office Procedures . . . . .	3
Machine Transcription . . . . .	3
Intermediate Typewriting or Advanced Typewriting	3
Electives - Business and Activities with not more than 4 hrs. in Activities . . . . .	16
<b>Total</b>	<b>38</b>

## SUGGESTED OUTLINE OF COURSES FOR BUSINESS TECHNOLOGY

ADMINISTRATIVE SECRETARY  
(ADMS)

Advisors: Mrs. Bynum, Mrs. Everett, Mrs. Pitts

## FRESHMAN YEAR

First Semester	Second Semester
TSC 1113 or 1123 Typewriting . . . . . 3	TSC 1123 or 2113 Typewriting . . . . . 3
TSC 1213 or 1123 Shorthand . . . . . 3	TSC 1223 or 2213 Shorthand . . . . . 3
TSC 2523 Business Calculations	TSC 2523 Business Calculations
or	or
TSC 1813 Intro. to Information Processing . . . . . 3	TSC 1813 Intro. to Information Processing . . . . . 3
TSC 1313 Records Management . . . . . 3	ACC 1213 Accounting I . . . . . 3
ENG 1113 English Composition I . . . . . 3	ENG 1123 English Composition II . . . . . 3
Band, Choir, ROTC, P.E.,	Band, Choir, ROTC, P.E.,
Varsity Sports, Social Usage1	Varsity Sports, Social Usage1

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## SOPHOMORE YEAR

First Semester	Second Semester
TSC 2533 Machine Transcription . . . . . 3	TSC 2613 Business Communications . . . . . 3
TSC 2613 Business Communications . . . . . 3	TSC 2913 Office Procedures . . . . . 3
TSC 2913 Office Procedures . . . . . 3	PSY 1513 General Psychology . . . . . 3
PSY 1513 General Psychology . . . . . 3	TSC 2213 Shorthand or Elective . . . . . 3
TSC 2213 Shorthand or Elective . . . . . 3	Band, Choir, ROTC, P.E.,
Band, Choir, ROTC, P.E.,	Varsity Sports, Social Usage1
Varsity Sports, Social Usage1	

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ADMINISTRATIVE ASSISTANT  
(ADMA)

Advisors: Mrs. Bynum, Mrs. Everett, Mrs. Pitts

## FRESHMAN YEAR

First Semester	Second Semester
TSC 1113 or 1123 Typewriting . . . . . 3	TSC 1123 or 2113 Typewriting . . . . . 3
TSC 2523 Business Calculations	TSC 2523 Business Calculations
or	or
TSC 1813 Intro. to Information Processing . . . . . 3	TSC 1813 Intro. to Information Processing . . . . . 3
TSC 1013 Introduction to Business . . . . . 3	ENG 1123 English Composition II . . . . . 3
TSC 1113 English Composition I . . . . . 3	SPT 1113 Oral Communication . . . . . 3
TSC 1513 General Psychology . . . . . 3	Business Elective . . . . . 3
Band, Choir, ROTC, P.E.,	Band, Choir, ROTC, P.E.,
Varsity Sports, Social Usage1	Varsity Sports, Social Usage1

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## SOPHOMORE YEAR

First Semester	Second Semester
TSC 1313 Records Management . . . . . 3	TSC 2613 Business Communications . . . . . 3
TSC 2613 Business Communications . . . . . 3	TSC 2533 Machine Transcription . . . . . 3
TSC 2533 Machine Transcription . . . . . 3	TSC 2823 Word Processing II . . . . . 3
TSC 1213 Accounting I . . . . . 3	ACC 1223 Accounting II . . . . . 3
TSC 1613 Business English . . . . . 3	TSC 2913 Office Procedures . . . . . 3
TSC 2413 Business Law . . . . . 3	Band, Choir, ROTC, P.E.,
Band, Choir, ROTC, P.E.,	Varsity Sports, Social Usage1
Varsity Sports, Social Usage1	

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## WORD PROCESSING (WOP)

Advisors: Mrs. Bynum, Mrs. Everett, Mrs. Pitts

### FRESHMAN YEAR

First Semester	Second Semester
TSC 1113 or 1123 Typewriting . . . . . 3	TSC 1123 or 2113 Typewriting . . . . . 3
TSC 2523 Business Calculations or	TSC 2523 Business Calculations or
TSC 1813 Intro. to Information	TSC 1813 Intro. to Information
Processing . . . . . 3	Processing . . . . . 3
TSC 1013 Introduction to Business . . . 3	ENG 1123 English Composition I . . . 3
ENG 1113 English Composition I . . . . 3	SPT 1113 Oral Communication
PSY 1513 General Psychology . . . . . 3	Business Elective
Band, Choir, ROTC, P.E.,	Band, Choir, ROTC, P.E.,
Varsity Sports, Social Usage1	Varsity Sports, Social Usage1

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### SOPHOMORE YEAR

First Semester	Second Semester
TSC 1313 Record Management . . . . . 3	TSC 2613 Business Communications . . . 3
TSC 2813 Word Processing I . . . . . 3	TSC 2533 Machine Transcription . . . 3
ACC 1213 Accounting I . . . . . 3	TSC 2823 Word Processing II . . . . . 3
TSC 1613 Business English . . . . . 3	ACC 1223 Accounting II . . . . . 3
BAD 2413 Business Law . . . . . 3	TSC 2913 Office Procedures . . . . . 3
Band, Choir, ROTC, P.E.,	Band, Choir, ROTC, P.E.,
Varsity Sports, Social Usage1	Varsity Sports, Social Usage1

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Certificates may be awarded in each of the three programs in Business Technology. To earn a certificate a student must complete 30 semester hours of the degree program with a 12 semester hour emphasis in the specialized skilled subjects in that program. Suggested outlines follow.

## ADMINISTRATIVE SECRETARY CERTIFICATE (ASBC)

Advisors: Mrs. Bynum, Mrs. Everett, Mrs. Pitts

First Semester	Second Semester
TSC 1113 or 1123 Typewriting . . . . . 3	TSC 1123 or 2113 Typewriting . . . . . 3
TSC 1213 or 1223 Shorthand . . . . . 3	TSC 1223 or 2213 Shorthand . . . . . 3
TSC 1613 Business English . . . . . 3	TSC 2613 Business Communications . . . 3
TSC 1313 Records Management . . . . . 3	TSC 2533 Machine Transcription . . . 3
PSY 1513 General Psychology . . . . . 3	TSC 2913 Office Procedures . . . . . 3
	SPT 1113 Oral Communications . . . . . 3

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## ADMINISTRATIVE ASSISTANT CERTIFICATE (AABC)

Advisors: Mrs. Bynum, Mrs. Everett, Mrs. Pitts

First Semester	Second Semester
TSC 1113 Typewriting . . . . . 3	TSC 1123 Typewriting . . . . . 3
or	or
TSC 1123 Typewriting . . . . . 3	TSC 2113 Typewriting . . . . . 3
TSC 1113 Accounting . . . . . 3	TSC 2523 Business Calculations . . . . 3
TSC 1813 Int. to Information	TSC 2613 Business Communications . . 3
Processing . . . . . 3	TSC 2913 Office Procedures . . . . . 3
TSC 1613 Business English . . . . . 3	PSY 1513 General Psychology . . . . . 3
TSC 1313 Records Management . . . . 3	or
	SPT 1113 Oral Communication . . . . . 3

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## WORD PROCESSING CERTIFICATE (WPBC)

Advisors: Mrs. Bynum, Mrs. Everett, Mrs. Pitts

First Semester	Second Semester
TSC 1113 Typewriting . . . . . 3	TSC 2113 Typewriting . . . . . 3
or	TSC 2813 Word Processing I . . . . . 3
TSC 1123 Typewriting . . . . . 3	TSC 2613 Business Communications . . 3
TSC 1813 Int. to Information	SPT 113 Oral Communications . . . . . 3
Processing . . . . . 3	CSC 2833 Database Mgt. . . . . 3
TSC 1613 Business English . . . . . 3	
TSC 2523 Business Calculations . . . . 3	
TSC 1313 Records Management . . . . 3	

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## COMPUTER TECHNOLOGY

The objective of the Computer Technology program is to prepare students for successful careers in today's computer-oriented society. Emphasis is directed toward developing competence in computer operations and/or programming so that upon successful completion of two-year program, graduates may seek entry level positions in business, industry, government, or professional areas as computer operators or computer programmers.

The Associate in Applied Science degree is awarded for successful completion of either of the Computer Technology programs: Computer Programming or Computer Operations.

The following courses are required of all Computer Technology majors:

English Composition I, II	6
College Algebra	3
Prin. of Accounting I, II	6
Intro. to Data Processing	3
Computer Keyboarding	3
or	
Elem./Inter. Typewriting	
or	
Elective	
Humanities Elective	3
Speech	3
Introduction to Business	3
Data Processing Seminar	4

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Electives will be selected with the approval of the Computer Technology instructor.

## COMPUTER PROGRAMMING OPTION

The Computer Programming option provides training for employment as a computer programmer in a business-oriented environment. Instruction will be provided in several different programming languages, and "on-the-job" experience will be included on microcomputers as well as on an on-line business computer system.

Admission into the Computer Programming option requires admission to East Central Junior College and a 12 composite score on the American College Test (ACT).

The Computer Programming option consists of the core courses as well as the following courses:

BASIC Programming	3
RPG Programming I, II	8
Electronic Spreadsheet	3
COBOL Programming I, II	8
System Analysis & Design	4
Data Processing Operations	3
Elective	3

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Electives will be selected with the approval of the Computer Technology instructor.

## Suggested Outline of Courses for Computer Technology

## COMPUTER PROGRAMMING (CPRO)

Advisors; Mrs. Griffin, Mrs. Johnson

## FRESHMAN YEAR

First Semester	Second Semester
TDP 1113 Intro. to Data Processing... 3	MAT 1313 College Algebra... 3
TDP 1213 Data Processing Operations... 3	ENG 1123 English Composition... 3
TDP 1313 BASIC Programming... 3	BAD 1113 Intro. to Business... 3
Computer Keyboarding... 3	TDP 1314 RPG Programming I... 4
or	* Elective
Elem/Inter Typewriting	TDP 1121 D.P. Seminar... 1
or	
* Elective	
TDP 1111 D.P. Seminar... 1	
ENG 1113 English Composition... 3	

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## SOPHOMORE YEAR

First Semester		Second Semester	
ACC 1213 Prin. of Accounting . . . . .	3	ACC 1223 Prin. of Accounting . . . . .	3
TDP 2324 RPG Programming II . . . . .	4	TDP 2524 COBOL Programming II . . . . .	4
TDP 2514 COBOL Programming I . . . . .	4	TDP 2412 S/A & Design . . . . .	4
Humanities Elective . . . . .	3	TDP 2623 Electronic Spreadsheet . . . . .	4
SPT 1113 Oral Communication . . . . .	3	TDP 2121 D.P. Seminar . . . . .	1
TDP 2111 D.P. Seminar . . . . .	1		

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\* Electives will be selected with the approval of the Computer Technology instructor.

## COMPUTER OPERATIONS OPTION

Upon successfully completing the Computer Operations option graduates should be prepared for positions as computer operators and/or data entry operators. Instruction will be provided on an on-line business computer system as well as on microcomputers.

Entrance into the Computer Operations option requires admission to East Central Junior College and an 11 composite score on the American College Test (ACT).

The Computer Operations option consists of the core curriculum and the following courses:

BASIC Programming	3
Electronic Spreadsheet	3
Data Processing Operations	3
Adv. Data Processing Operations	3
Data Base Management	3
Business Calculations	3
Word Processing I, II	6
Electives	6

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Electives will be selected with the approval of the Computer Technology instructor.

COMPUTER OPERATIONS  
(COPE)

Advisors: Mrs. Griffin, Mrs. Johnson

## FRESHMAN YEAR

First Semester		Second Semester	
1113 Intro. to Data Processing . . . . .	3	MAT 1313 College Algebra . . . . .	3
1113 Data Processing Operations . . . . .	3	TDP 1223 Adv. D.P. Operations . . . . .	3
1113 English Composition . . . . .	3	ENG 1123 English Composition . . . . .	3
1113 Intro. to Business . . . . .	3	TSC 2523 Business Calculations . . . . .	3
Computer Keyboarding . . . . .	3	*Elective	
or		TDP 1121 D.P. Seminar . . . . .	1
Elem/Inter Typewriting			
or			
*Elective			
1111 D.P. Seminar			

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## SOPHOMORE YEAR

First Semester		Second Semester	
1213 Prin. of Accounting . . . . .	3	ACC 1223 Prin. of Accounting . . . . .	3
1313 BASIC Programming . . . . .	3	TDP 2623 Electronic Spreadsheet . . . . .	3
1113 Oral Communication . . . . .	3	TDP 2723 Data Base Mgt. . . . .	3
2813 Word Processing I . . . . .	3	TSC 2823 Word Processing II . . . . .	3
Humanities Elective . . . . .	3	*Elective . . . . .	3
2111 D.P. Seminar . . . . .	1	TDP 2121 D.P. Seminar . . . . .	1

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\* Electives will be selected with the approval of the Computer Technology instructor.

## CERTIFICATE PROGRAM

The Computer Technology certificate program is designed for those students who wish to obtain employable skills without earning a degree.

To earn a certificate in Computer Technology a student must complete the 30 semester hours specified in the program. After successfully completing the certificate program, a student may enter the Computer Operations option.

Entrance into the certificate option requires admission to East Central Junior College and an 11 composite score on the American College Test (ACT) or one semester of satisfactory college work.



# EAST CENTRAL JUNIOR COLLEGE

## COMPUTER TECHNOLOGY (CTPC)

First Semester		Second Semester	
TDP 1113 Intro. to Data Processing	3	TDP 2623 Electronic Spreadsheet	
TDP 1213 D.P. Operations	3	TDP 2723 Data Base Management	
TSC Computer Keyboarding	3	TDP 1223 Adv. D.P. Operations	
or		BAD 1113 Intro. to Business	
Elem./Inter. Typewriting		ENG 1123 English Composition	
or			
Elective			
ENG 1113 English Composition	3		
TDP 1313 BASIC Programming	3		

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## DRAFTING AND DESIGN TECHNOLOGY (DRAF)

Advisors: Mr. C. Clark, Mr. Harrison

The Drafting and Design Program is a two year technical program designed to give the student essential knowledge and skills required for efficient and productive performance in the field of drafting. East Central grants an Associate in Applied Science degree to students upon satisfactory completion of the curriculum and assists in placing students in gainful employment.

### FRESHMAN YEAR

First Semester		Second Semester	
TDD 1113 Fund. of Drafting	3	TDD 1213 Descriptive Geometry	
TMD 1113 Technical Math I	3	TDD 1123 Machine Drafting	
or		TMD 1213 Technical Math II	
MAT 1313 College Algebra	3	or	
CSC 1113 Intro. to Computers	3	MAT 1323 Trigonometry	
ENG 1113 English Composition	3	SPT 1113 Oral Communications	
Activity	1	ENG 1123 English Composition	
TDD 2613 Cost Estimating	3	Activity	

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### SOPHOMORE YEAR

First Semester		Second Semester	
TDD 2314 Structural Drafting	4	TDD 2523 Surveying and Topo II	
TDD 2414 Electrical Piping, Sheet Metal Drafting	4	TDD 2714 Architectural Drafting	
TDD 2513 Surveying & Topo I	3	TDD 2813 Strength of Materials	
PHY 2313 Survey of General Physics I	3	TDD 2913 Industrial Relations	
ECO 2113 Principles of Eco.	3	PHY 2323 Survey of Gen. Physics II	

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# EAST CENTRAL JUNIOR COLLEGE

## ELECTRONIC TECHNOLOGY (ELET)

Advisors: Mr. Keen, Mr. Lynn

The Electronic Technology curriculum is designed to prepare students for employment in government, business and industry as electronic diagnosticians and repair personnel on analog and digital equipment such as computer, digital and analog interface, process control, communication and multipurpose business machines. Successful completion of the two-year program leads to an Associate in Applied Science degree.

### FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition	3	TMD 1213 Technical Math II	3
TEL 1113 Technical Math I	3	TEL 1215 Electronic Devices and Circuits	5
TEL 1113 Intro. to Electronic Technology	4	TEL 1225 Digital Principles	5
TEL 1125 Basic Electricity for Electronics	5	CSC 1213 Basic Computer Programming	3
TEL 1103 Drafting for Electronics	3		

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### SOPHOMORE YEAR

First Semester		Second Semester	
PHY 2414 Physics	4	TEL 2325 Interfacing and Control Systems	5
TEL 2304 Linear Integrated Circuits	4	TEL 2335 Trouble Analysis of Micro-processor	5
TEL 2315 Intro. to Micro-processor Based Systems	5	PHY 2424 Physics	4
TEL 1113 Oral Communication	3	PSY 1513 General Psychology	3

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# VOCATIONAL PROGRAMS

The following East Central Junior College Vocational Programs are designed to prepare the student to learn a trade. A certificate is issued upon satisfactory completion of one of the programs. Many job opportunities are available to those who complete one of the programs. These programs are scheduled to meet six hours a day, five days a week, unless otherwise specified in the course description. Classroom activities in each vocation and related fields as well as laboratory experiences are given each student. A vocational learning lab is provided to give additional training to students in each trade area. See page 83 for Cosmetology daily schedule, which includes seven hours a day, five days a week.

## AUTOMOTIVE MECHANICS

Advisor: Mr. Hill

The Automotive Mechanics Curriculum is designed to give the student working knowledge of the total operation of the automobile and to provide specialized skills in the diagnosing, repairing, rebuilding of components and servicing the latest models.

A student who has successfully completed two years of Auto Mechanics at the secondary level, or one who has sufficient amount of documented work or military experience in the automotive mechanic field, may elect to take a Challenge Exam. By scoring at or above the eighty percent accuracy level on the exam, the student will be permitted to enter the Automotive Mechanics Program at the Sophomore level. This will enable a student to complete the program in one year.

A student who completes the first year will receive a Certificate in Basic Automotive Mechanics. A student who completes the second year will receive a Certificate in Advanced Automotive Mechanics.

### BASIC (AUTM)

First Semester	Second Semester
VAM 1112 Introduction to Auto Mechanics . . . . . 2	VAM 1124 Tune Up & Special Systems 4
VAM 1214 Engine Rebuilding I . . . . . 4	VAM 1224 Suspension and Steering . 4
VAM 1314 Brakes I . . . . . 4	VAM 1325 Introduction to Drive Train 5
VAM 1413 Fuel Systems I . . . . . 3	VAM 1424 Automatic Transmissions 14
VAM 1514 Electrical Systems . . . . . 4	
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### ADVANCED (AUME)

Third Semester	Fourth Semester
VAM 2134 Suspension II & Front Wheel Drive . . . . . 4	VAM 2144 Fuel Systems II . . . . . 4
VAM 2234 Automatic Transmission II . 4	VAM 2245 Special Systems II (TBI, EFI, 3C) . . . . . 5
VAM 2334 Brake Systems II . . . . . 4	VAM 2344 Introduction to Foreign Cars . . . . . 4
VAM 2435 Heating & Air-Conditioning . . . . . 5	VAM 2444 Introduction to Automotive Diesel . . . . . 4
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2,040 Clock Hours = 68 Semester Hours  
30 Clock Hours = 1 Semester Hour



## AUTOMOTIVE BODY & FENDER REPAIR (BODF)

Advisor: Mr. Shoemaker

This course is designed to equip the student with a working knowledge necessary to secure employment dealing with the repair of automobile bodies. The student is provided with exposure to on-the-job situations through theory and practical work and straightening fenders and bodies, painting, replacing glass, welding, and the use of tools.

Fall Semester	
VBF 1113 Welding	3
VBF 1217 Auto Metals & Materials	7
VBF 1317 Panels & Fender Straightening & Painting	7
	<hr/> 17

Spring Semester	
VBF 1126 Frame Straightening	
VBF 1228 Refinishing Process	
VBF 1323 Hardware & Trim	

Summer Semester	
VBF 1133 Glass Replacement & Refinishing	3
VBF 1237 Advanced Panel and Fender Straightening	7
	<hr/> 10

1320 Clock Hours . . . . . 44 Semester Hours  
30 Clock Hours = 1 Semester Hour  
Each semester all students will be enrolled in the same courses.

## CARPENTRY & CABINET MAKING (CCMA)

Advisor: Mr. Blackburn

This program is designed to prepare the student for the entry level of Carpentry and Cabinet Making trades. It provides training in the basic skills and technical knowledge in both rough and finish carpentry and in cabinet making. This training includes proper tools, equipment and material uses that are comparable to those that are used in the industry. This course of study will be centered around the performance of useful and/or productive jobs.

First Semester	
VCC 1114 Plans, Specifications and Foundations	4
VCC 1215 Floor, Wall, Ceiling, Roof Framing & Roofing	5
VCC 1318 Insulation, Exterior and Interior Finishing and Coordinating	8
	<hr/> 17

Second Semester	
VCC 1128 Cabinet Construction	8
VCC 1225 Hardware, Trim & Laminates	5
VCC 1324 Cabinet Finishing	4
	<hr/> 17

Third Semester	
VCC 2134 Blueprint Reading, Specs. Codes & Foundation	4
VCC 2235 Techniques in Framing and Roofing	5
VCC 2336 Exterior & Interior Finishing, Insulating and Coordinating	8
	<hr/> 17

Fourth Semester	
VCC 2148 Cabinet Construction Techniques	8
VCC 2245 Laminate Application, Trim and Hardware	5
VCC 2344 Cabinet Finishing	4
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1360 Clock Hours . . . . . 68 Semester Hours  
30 Clock Hours = One Semester Hour  
Each semester all students will be enrolled in the same courses.

## COSMETOLOGY (COSM)

Advisors: Mrs. Griffin, Mrs. Keen

This course is designed for those who want to become cosmetologists. The course has been approved by the State Board of Education and the Mississippi Board of Cosmetology. It has the approval and support of beauty salon owners and operators throughout this area of the State.

A student enrolling must be at least 18 years of age or must have completed high school. If a student is over 18 years of age and has completed the 10th grade of high school or 10th grade equivalence of the 10th, they may enroll.

During the training period, students must maintain an overall average grade of 85 to be eligible for State Board Examination in order to attain a license.

Fifteen hundred clock hours of training are required to complete the course. These 1500 hours are completed in the 12-month course.

Fall Semester	
VCO 1113 Cosmetology Theory	3
VCO 1218 Cosmetology Practical I	8
VCO 1318 Cosmetology Practical II	8
	<hr/> 19

Spring Semester	
VCO 1123 Cosmetology Theory	3
VCO 1228 Cosmetology Practical III	8
VCO 1328 Cosmetology Practical IV	8
	<hr/> 19

Summer Semester	
VCO 1133 Cosmetology Theory	3
VCO 1236 Cosmetology Practical V	6
VCO 1336 Cosmetology Practical VI	6
	<hr/> 15

1590 Clock Hours = 53 Semester Hours . . . . . 30 Clock Hours = 1 Sem. Hr.  
Each semester all students will be enrolled in the same courses.



## ELECTRICITY (ELEC)

Advisor: Mr. Vaughn

This program is designed to provide training for placement of students at the entry level of electricity in the areas of residential wiring, commercial wiring and motors, motor controls, working with power companies or industrial electrical maintenance. Theory and practical application are used to the fullest.

Fall Semester		Spring Semester	
VEL 1116 Electrical Principles	6	VEL 1125 Introduction of Electronics	
VEL 1215 Electrical Wiring of Residences	5	VEL 1225 Electrical Circuits	
VEL 1314 Industrial Wiring	4	VEL 1324 Electrical Controls & Devices	
VEL 1412 Electrical Print Reading	2	VEL 1423 Electronics Controls	
	<u>17</u>		

Summer Semester	
VEL 1134 Industrial Motor Controls	4
VEL 1233 Electric Motors (A/O)	3
VEL 1333 Electric Motors (D/O)	3
	<u>10</u>

1,320 Clock Hours ..... 44 Semester Hours  
30 Clock Hours = 1 Semester Hour  
Each semester all students will be enrolled in the same courses.

## MACHINE SHOP (MACH)

Advisor: Mr. Clark

This program is designed to prepare the student to enter the machinist trade at the apprentice level. The student will be able to interpret blueprints, make necessary shop mathematical calculations, and skillfully operate the lathe, shaper, milling machines, grinders, drills, and make precision measurements. Also, the student will be competent in machining methods, metallurgy, heat treatment of metals and other pertinent aspects of the trade.

First Semester		Second Semester	
VMS 1111 Orientation & Safety	1	VMS 1123 Metal Sawing Process	3
VMS 1512 Precision Measurement	2	VMS 1223 Blueprint Reading	3
VMS 1213 Basic Blueprint Reading	3	VMS 1328 Vertical Milling and Jig Borer	6
VMS 1313 Bench Work & Layout	3	VMS 1423 Drilling Machines	3
VMS 1418 Engine Lathe	8		
	<u>17</u>		<u>17</u>

Third Semester		Fourth Semester	
VMS 1138 Horizontal Milling	8	VMS 2142 Cutting Tools & Cutting Fluids	2
VMS 1235 Metallurgy & Physics of Metal Cutting	5	VMS 2248 Grinding Machines	8
VMS 1334 Special Process	4	VMS 2344 Brazing & Welding	4
		VMS 2443 Shaper	3
	<u>17</u>		<u>17</u>

1,320 Clock Hours ..... 68 Semester Hours  
30 Clock Hours = One Semester Hour  
Each semester all students will be enrolled in the same courses.

## MASONRY (MATR)

Advisor: Mr. McElhenney

This program is designed to prepare an individual for gaining employment in the masonry trades. It provides the individual with the opportunity to acquire knowledge and develop skills within the limit of individual capabilities. This course includes theory and practical work on listed live projects.

Fall Semester		Spring Semester	
VMA 1113 History of Masonry, Tools Equipment & Masonry Materials	3	VMA 1123 Methods of Estimating	3
VMA 1217 Bonds, Patterns & Texture & Wall Types	7	VMA 1227 Reinforced Masonry	7
VMA 1317 Masonry Construction & Cleaning	7	VMA 1327 Chimney & Fireplaces	7
	<u>17</u>		<u>17</u>

1,320 Clock Hours ..... 34 Semester Hours  
30 Clock Hours = 1 Semester Hour  
Each semester all students will be enrolled in the same courses.



## REFRIGERATION & AIR-CONDITIONING (REAC)

Advisor: Mr. Miles

This Refrigeration & Air-Conditioning and Heating Course is designed to prepare students to enter the field of work at or above the entry level. The person will be able to install, service, troubleshoot and repair equipment in this field. Safety will be emphasized as well as trade terminology and employer-employee relations.

First Semester	Second Semester
VAR 1114 Soldering, Brazing, Welding Pipe & Flaring Tubing . . . . 4	VAR 1124 Basic Compression Systems & Servicing . . . . . 4
VAR 1214 Basic Compression Refrigeration . . . . . 4	VAR 1224 Compressor Construction VAR 1324 Thermostats . . . . . 4
VAR 1314 Wiring Diagrams . . . . . 4	VAR 1425 Electric Motors and Controls . . . . . 4
VAR 1415 Domestic Refrigeration Fundamentals . . . . . 5	
17	

Third Semester	Fourth Semester
VAR 2134 Refrigerants & Controls . . . 4	VAR 2144 Load Calculations . . . . 4
VAR 2235 Commercial Systems . . . . 5	VAR 2244 Air Distribution . . . . . 4
VAR 2334 Introduction to Heat . . . . 4	VAR 2344 Heat Pump . . . . . 4
VAR 2434 Gas & Electric Heat . . . . 4	VAR 2445 Troubleshooting, Repairing & Customer Relations . . . . . 4
17	

2,040 Clock Hours . . . . . 64 Semester Hours  
30 Clock Hours = 1 Semester Hour  
Each semester all students will be enrolled in the same courses.

## WELDING (WELD)

Advisor: Mr. Clay

This program is designed to prepare an individual to enter welding at the entry level. The student will learn basic and advanced gas welding, arc welding, tungsten welding, metal cutting, safety while using the latest techniques and equipment. The student completing this program can expect to find employment in the ship building, automobile industry, railway cars, aircraft manufacture, bridges, power plants, etc.

Fall Semester	Spring Semester
VWE 1116 Basic Arc Welding I . . . . . 6	VWE 1126 Inert Gas - Tig . . . . . 6
VWE 1415 Basic Arc Welding II . . . . 5	VWE 1226 Short Arc Welding . . . . 6
VWE 1213 Basic Gas Welding . . . . . 3	VWE 1325 Advanced Arc Welding . . 5
VWE 1313 Acetylene Cutting . . . . . 3	
17	

1,020 Clock Hours . . . . . 34 Semester Hours  
30 Clock Hours = 1 Semester Hour  
Each semester all students will be enrolled in the same courses.

## CHAPTER 6

# DESCRIPTION OF COURSES UNIVERSITY PARALLEL

Beginning with the 1971-72 academic year East Central Junior College converted to the common course number system adopted by the Mississippi Association of Junior Colleges. The new numbers for University Parallel Courses carry four digits. The first digit indicates the year that the course is normally taught. Generally courses required or recommended for freshmen begin with a 1 and courses at the sophomore level begin with a 2. The last digit indicates semester hours credit carried by the course. The second and third digits are used to separate courses within departments. The course descriptions are those adopted in the uniform numbering system and are intended to be equivalent to those courses at the same level at four-year institutions.

## ACCOUNTING

ACC 1213 — PRINCIPLES OF ACCOUNTING — A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. Three lectures and one hour laboratory. Three semester hours credit.  
ACC 1223 — PRINCIPLES OF ACCOUNTING — A continuation of Accounting 1213. Prerequisite: Accounting 1213. Three lectures and one hour laboratory. Three semester hours credit.

## ART

ART 1113 — ART APPRECIATION — A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphics, minor art, and industrial arts) on a conceptual basis. Three lectures. Three semester hours credit.  
ART 1213 — DRAWING I — Study of basic principles of construction of visual forms. Emphasis on line, perspective, and shading. Use of black and white media, pencil, charcoal. Required of art majors. Six hours laboratory. Three semester hours credit.  
ART 1323 — DRAWING II — (Prerequisite: ART 1213) Introduction to color dynamics and precision drawing as used in creative expression. Emphasis on composition. Required of art majors. Six hours laboratory. Three semester hours credit.



ART 1413 — DESIGN I — Emphasis on principles and materials in visual design. Introduction to theory and terms. Use of color theory and elementary lettering. Required of art majors. Six hours laboratory. Three semester hours credit.

ART 1423 — DESIGN II — (Prerequisite: ART 1313 or special permission of the instructor). Continuation of basic principles of design, color and texture. Creative approach to three dimensional design. Study of methods of water color, tempera and fluid media. Required of art majors. Six hours laboratory. Three semester hours credit.

ART 1913 — ART FOR ELEMENTARY TEACHERS — Designed for the needs of the elementary education student. Includes essentials of public school art, study of development of the children's art, experiences with major forms of two-dimensional art problems, and experiences with a variety of media. Two lectures and two hours laboratory per week. Three semester hours credit.

ART 2513 — PAINTING I — (Prerequisite: ART 1313, 1323, 1413 or 1423) Techniques used in painting water colors, oils, pastels, or other media, in still life and landscape pictures. Six hours laboratory. Three semester hours credit.

ART 2613 — CERAMICS I — A studio course designed to cover the making of pottery from the building by hand or throwing on the pottery wheel to the application of ceramic glazes and the firing procedures. An appreciation of the ceramics of the past and present will be included. Six hours laboratory. Three semester hours credit.

ART 2633 — SCULPTURE I — Problems in ceramic sculpture. Study of glaze mixing and application. Six hours laboratory. Three semester hours credit.

### BIOLOGY

BIO 1134 — GENERAL BIOLOGY — A laboratory course in general biological principles including a survey of the kinds of plants and animals, their structure, and function, and relationships with each other and the environment. Three lectures and two hours laboratory. Four semester hours credit.

BIO 1144 — GENERAL BIOLOGY — A continuation of BIO 1134. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2414 — ZOOLOGY — A laboratory course dealing with the application of biological principles to the study of animals including a survey of the kinds, their structure and function. Emphasis is on the invertebrates. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2424 — ZOOLOGY — A continuation of BIO 2414 with emphasis on the vertebrates. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2514 — HUMAN ANATOMY AND PHYSIOLOGY — Study is made of anatomy and physiology of the human body as an integrated whole with more detailed studies of the skeletal, muscular, and nervous systems. General Chemistry recommended. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2524 — HUMAN ANATOMY AND PHYSIOLOGY — A continuation of Anatomy and Physiology 2514 in which the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems are studied. Prerequisite: Human Anatomy 2513. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2924 — MICROBIOLOGY — A survey of the microbes (microscopic organisms) of both plant and animal kingdoms, with emphasis and detailed study being placed on those affecting other forms of life, especially man. Laboratory is devoted to basic techniques of microbial study, such as culturing, identifying, control, anatomy, and life cycles. Three hours lecture and two hours laboratory. Four semester hours credit.

### BUSINESS ADMINISTRATION

BAD 1113 — INTRODUCTION TO BUSINESS — An introduction to the major divisions of study that will be followed in succeeding business courses such as Business Organization, Accounting, Business Law, and other related courses. Three lectures. Three semester hours credit.

BAD 2023 — BUSINESS STATISTICS — Introduction to statistical data for business management and control. Three lectures. Three semester hours credit.

BAD 2413 — BUSINESS LAW I — Designed to acquaint the student with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law, law of contracts, agencies and employment, negotiable instruments and commercial papers. Three lectures. Three semester hours credit.

BAD 2423 — BUSINESS LAW II — A continuation of Business Law 2413 and is designed to cover the following specific areas: sales contracts, personal property and bailments, partnerships, corporations, real property and leases, insurance security and mortgages, and bankruptcy. Three lectures. Three semester hours credit.

### CHEMISTRY

CHE 1214 — GENERAL CHEMISTRY I — Atomic and molecular structure, periodicity and atomic properties, stoichiometry, the mole concept, types of solutions, energy-enthalpy.

CHE 1224 — GENERAL CHEMISTRY II — Gases, kinetics, equilibria, thermodynamics, electrochemistry, nuclear chemistry, coordination compounds.



CHE 2424 — ORGANIC CHEMISTRY I — A study of the basic principles of carbon chemistry, bonding structure, and behavior; aliphatic compounds; identification and preparation of compounds. Prerequisite: General Chemistry 1224. Three lectures and three hours laboratory. Four semester hours credit.

CHE 2434 — ORGANIC CHEMISTRY II — A continuation of Chemistry 2424. A study of Aromatic and complex compounds. Three lectures and three hours laboratory. Four semester hours credit.

### COMPUTER SCIENCE

CSC 1113 — INTRODUCTION TO COMPUTER CONCEPTS — A basic course that advances concepts, terminology, and theory of modern computers and provides a background in programming languages. Three lectures. Three semester hours.

CSC 1213 — BASIC COMPUTER PROGRAMMING — The writing of programs using the BASIC computer language. It is not open to Data Processing or Computer Science majors. Three lectures. Three semester hours.

CSC 1313 — FORTRAN PROGRAMMING — Introduction to digital computers and computer programming using the FORTRAN language. Three lectures. Three semester hours.

CSC 1533 — COMPUTER PROGRAMMING I — Introduction to problem solving methods and algorithm development; designing, debugging & documentation in a high-level programming language with a variety of applications. Three hours lecture. Credit, three semester hours.

CSC 2543 — COMPUTER PROGRAMMING II — Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging & testing of larger programs. Three hours lecture. Credit, three semester hours. Prerequisite: Computer Programming I.

CSC 2613 — INTRODUCTION TO FILE PROCESSING — To introduce concepts and characteristics of storage devices; file processing techniques; data structure; elementary data base concepts. Three lectures. Credit, three semester hours. Prerequisite: Computer Programming I.

### ECONOMICS

ECO 2113 — PRINCIPLES OF ECONOMICS (MACROECONOMICS) — An introduction to economic principles, problems, and policies with emphasis on the monetary system and national income theory and measurement. Three lectures. Three semester hours credit.

ECO 2123 — PRINCIPLES OF ECONOMICS (MICROECONOMICS) — A continuation of Economics 2113 with emphasis on price and production theory and international trade. Three lectures. Three semester hours credit.

### EDUCATION

ED 1613 — FOUNDATIONS OF EDUCATION — Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Three lectures. Three semester hours credit. (EPY 1613.)

ED 2543 — EDUCATIONAL PSYCHOLOGY — This course includes the study of such topics as health, general process of growth, interests, and incentives, social psychology of the child, and development of intellectual efficiency and learning. Three lectures. Three semester hours credit. Pre-requisite: EPY 1513.

### EDUCATIONAL PSYCHOLOGY

EPY 2513 — CHILD PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT I) — A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three semester hours credit.

EPY 2523 — ADOLESCENT PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT II) — A study of the individual during adolescent years. Three lectures. Three semester hours credit.

### ENGLISH

ENG 1113 — ENGLISH COMPOSITION — A study of grammar and composition, with emphasis on the sentence and the paragraph, readings, frequent themes. Three lectures. Three semester hours credit.

ENG 1123 — ENGLISH COMPOSITION — A continuation of English 1113 with emphasis on the whole composition. Readings, themes, and research paper required. Three lectures. Three semester hours credit.

ENG 1113H and 1123H — HONORS ENGLISH COMPOSITION — Seminar type honors courses in composition. Enrollment by invitation only. Three semester hours credit each.

ENG 2223 — AMERICAN LITERATURE — Representative prose and poetry of the United States from colonial beginnings to Walt Whitman. Three lectures. Three semester hours credit.

ENG 2233 — AMERICAN LITERATURE II — Representative prose and poetry of the United States from Walt Whitman to the present. Three lectures. Three semester hours credit.

ENG 2323 — ENGLISH LITERATURE I — A survey of English literature from Beowulf through the Age of Neo-Classicism. Three lectures. Three semester hours credit.

ENG 2333 — ENGLISH LITERATURE II — A survey of English literature from the Age of Revolution and Romance to the present time. Three lectures. Three semester hours credit.



ENG 2353 — HONORS ENGLISH LITERATURE I — (Prerequisite: one semester hours in Freshman Composition) Designed for students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. A study of English Literature from its beginnings until 1798. An individualized course with attempt to program the study of literature to the student's major interest and skills. Enrollment by invitation.

ENG 2363 — HONORS ENGLISH LITERATURE II — (Prerequisite: one semester hours in Freshman Composition) Designed for students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. A study of English Literature from 1798 until the present. An individualized course which attempts to program the study of literature to the student's major interest and skills. Enrollment by invitation.

ENG 1103 — Developmental English I - See Institutional Credit Section

ENG 1203 — Developmental English II - See Institutional Credit Section

### GEOGRAPHY

GEO 1113 — WORLD GEOGRAPHY — A regional survey of the basic geographic features and major new developments of the nation and the world. Three lectures. Three semester hours credit.

### GRAPHICS AND DRAWING

GRA 1143 — GRAPHICS COMMUNICATION — A study of the basic graphic fundamentals through the use of instruments and the understanding of lines and plans. Reading and writing the graphic language both with instruments and free hand sketching, geometrical construction lettering, pictorials, multiview, sections, and orthographic projections. One hour lecture and four hours laboratory. Three semester hours credit.

GRA 1153 — VISUALIZATION AND GRAPHIC DESIGN (prerequisite GRA 1143) — Methods and practice in pictorial and orthographic projections detail and graphic design problems involving the geometry of points, lines and planes as applied to working drawings related to specialized engineering fields. One hour lecture and four hours laboratory. Three semester hours credit.

### HEALTH PHYSICAL EDUCATION AND RECREATION

HPR 1131 — VARSITY SPORTS — Participation in football, basketball, baseball, tennis, or golf. One semester hour credit.

HPR 1141 — VARSITY SPORTS — Participation in football, basketball, baseball, tennis, or golf. One semester hour credit.

HPR 1213 — PERSONAL AND COMMUNITY HEALTH — Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lectures. Three semester hours credit.

HPR 1313 — INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION — Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three semester hours credit.

HPR 2131 — VARSITY SPORTS — Participation in football, basketball, baseball, tennis, or golf. One semester hour credit.

HPR 2141 — VARSITY SPORTS — Participation in football, basketball, baseball, tennis, or golf. One semester hour credit.

HPR 2213 — FIRST AID — Instruction and practice in methods prescribed in the American Red Cross standard and advanced courses. Two lectures. Two semester hours credit.

HPR 2323 — RECREATIONAL LEADERSHIP — Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three semester hours credit.

HPR 2531 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in tennis. Two hours per week. One semester hour credit.

HPR 2541 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in golf fundamentals, rules, and etiquette. Two hours per week. One semester hour credit.

HPR 2561 — FITNESS AND CONDITIONING TRAINING — Lecture and practice in weights and conditioning. Two hours per week. One semester hour credit.

HPR 2442 — FOOTBALL THEORY — Theoretical study of football from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules and team play. Two hours per week. Two semester hours credit.

HPR 2432 — BASKETBALL THEORY — A theoretical study of basketball from an offensive and defensive standpoint, including the study of teaching of the fundamentals and team organization. Two hours per week. Two semester hours credit.

### HISTORY

HIS 1113 — WESTERN CIVILIZATION I — A general survey of European history from ancient times to 1660 A.D. Recommended for freshmen. Three lectures. Three semester hours credit.



- HIS 1123 — WESTERN CIVILIZATION II — A general survey of European civilization since 1660 A.D. Three lectures. Three semester hours credit.
- HIS 1163 — WORLD CIVILIZATION I — A survey of man's struggle for civilization from early times to the times of the Commercial Revolution and the New Society. Covers all major areas of the globe with all receiving appropriate attention. Three lectures, three semester hours credit.
- HIS 1173 — WORLD CIVILIZATION II — A continuation of HIS 1163 from the Age of Absolutism through a survey of Modern World Problems. Emphasis again placed, as appropriate, on all areas of the world. Three lectures; three semester hours credit.
- HIS 2213 — AMERICAN (U.S.) HISTORY I — A survey of U.S. history from the period of discovery and exploration through Reconstruction.
- HIS 2223 — AMERICAN (U.S.) HISTORY II — A survey of U.S. history from Reconstruction to the present. Three lectures. Three semester hours credit.
- HIS 2243 — HONORS AMERICAN (U.S.) HISTORY I — Substitutes for HIS 2213. Survey of political, economic, and social developments since 1877. Special projects and recitations required. Instructor approval required.
- HIS 2253 — HONORS AMERICAN (U.S.) HISTORY II — Substitutes for HIS 2223. Continued survey of political, economic, and social developments since 1877. Special projects and recitations required. Instructor approval required.

### HOME ECONOMICS

- HEC 1111 — SOCIAL USAGE — The essentials of good manners and accepted standards of social usage. One lecture. One semester hour credit.
- HEC 1131 — INTRODUCTION TO MODELING — A course designed to teach students all the fundamentals of visual poise together with modeling techniques. Through this course, a student will learn not only basic rules for modeling, but will also learn the various fields of modeling and will gain experience modeling and writing commentaries. Two hours laboratory. One semester hour credit.
- HEC 1141 — MODELING — A course designed to practice modeling and to train students to be professional models. The students will participate in style shows and for various other audiences. Prerequisite: Introduction to Modeling and selection to Fashion Squad. Two hours laboratory. One semester hour activity credit.
- HEC 1213 — FOOD SELECTION AND PREPARATION — Principles of food selection, preparation and service. One lecture and four hours laboratory. Three semester hours credit.
- HEC 1313 — ELEMENTARY CLOTHING — Study of fabrics most commonly used and selection of materials and ready-made clothing. Selection

- and use of commercial patterns. Planning and construction of garments of cotton, wool, and synthetics. Use and care of the new automatic machine. Affords practice in modeling and using accessories with costumes. Care of garments. One lecture and four hours laboratory. Three semester hours credit.
- HEC 2213 — MEAL MANAGEMENT — Problems in planning, preparing, and service for average family meals to nutritive requirements, food budgets and managerial principles. One lecture and four hours laboratory. Three semester hours credit.
- HEC 2313 — CLOTHING CONSTRUCTION — Prerequisite HEC 1313. Further principles of selection and construction applied to various fabrics. One lecture and four hours laboratory. Three semester hours credit.

### HUMANITIES

- HUMA 1113 — HUMANITIES — Deals with the achievements of Western man as reflected in the art, architecture, and customs of selected European countries. This course consists of a tour which culminates in a supervised project to be completed by the student. With the completion of the tour and the project, a student shall earn three semester hours of credit in the humanities.

### MATHEMATICS

- MAT 1313 — COLLEGE ALGEBRA — A review of algebraic operations, systems of linear equations, and a study of logarithms, determinants, progressions, binomial theorem, partial fractions, and theory of equations. Three lectures. Three semester hours credit.
- MAT 1203 — BASIC CONCEPT OF MATHEMATICS II — Elementary Algebra. Three hours. Three semester hours credit.
- MAT 1233 — INTERMEDIATE ALGEBRA — (Prerequisite: One year high school algebra or MAT 1203) This course is designed for students whose qualifications are deficient for College Algebra or Technical Math. Materials covered include algebraic factoring, fractions, problem solving, roots and radicals, quadratics, graphs, simultaneous equations, and basic geometric concepts.
- MAT 1323 — TRIGONOMETRY — The study of solutions of right and oblique triangles, identities, trigonometric equations, and polar and parametric equations. Three lectures. Three semester hours credit.
- MAT 1333 — FINITE MATHEMATICS — Review of systems of linear equations and inequalities in two and three variables, linear programming, basic methodology of calculus with orientation toward business decision-making. Three lectures. Three semester hours credit.
- MAT 1423 — FUNDAMENTALS OF MATHEMATICS — A review of basic algebra, systems of linear equations and systems of linear inequalities, and introduction to linear programming, and introduction to vector and matrix algebra. Three lectures. Three semester hours credit.



MAT 1613 — CALCULUS I — Coordinate systems; basic theorems; analytics, functions, limits, the derivative, the integral, differentiation and integration of algebraic functions, and applications. Three lectures. Three semester hours credit. (1823)

MAT 1623 — CALCULUS II — Differentiation and integration; transcendental functions, the definite integral, methods of integration, applications. Three lectures. Three semester hours credit. Prerequisite: MAT 1613.

MAT 1723 — THE REAL NUMBER SYSTEM — Structure and properties of number systems of arithmetic. Limited to students preparing to teach. Three lectures. Three semester hours credit.

MAT 1733 — INFORMAL GEOMETRY AND ALGEBRA — Basic ideas and structure of algebra; intuitive foundations of geometry. Three lectures. Three semester hours credit.

MAT 2613 — CALCULUS III — Solid analytics vector, improper integrals, line integration. Three lectures. Three semester hours credit.

MAT 2623 — CALCULUS IV — Infinite series, partial differentiation, multiple integrals. Three lectures. Three semester hours credit. Prerequisite: MAT 2613.

MAT 2913 — DIFFERENTIAL EQUATIONS — Solution of first and higher order differential equations; existence theorems; solution by series; and application to problems in geometry, physics and chemistry. Three lectures. Three semester hours credit. Prerequisite: MAT 2623.

### MODERN FOREIGN LANGUAGE

MFL 1113 — ELEMENTARY SPANISH I — Designed to develop language skills of speaking, reading and writing. Phonetic symbols are used to aid correct pronunciation. Three lectures. Three semester hours credit.

MFL 1123 — ELEMENTARY SPANISH II — A continuation of Spanish 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three lectures. Three semester hours credit.

MFL 2213 — INTERMEDIATE SPANISH I — A verb and grammar review and a further development of language skills. Reading materials used have literary and cultural value. Recording equipment is available for student's use. Conversaphone records are used.

MFL 2223 — INTERMEDIATE SPANISH II — A continuation of Spanish 2213. Special attention is given to rapid reading. Recording equipment permits the student to record and listen to his own and other students use of the language.

### MILITARY SCIENCE

MIL 1112 — MILITARY SCIENCE (1ST YEAR, 1ST SEMESTER) — Organization of the Army and ROTC, the Military as a profession. Historical growth and development of the Army with emphasis on management techniques. One hour lecture and two hours laboratory. Two semester hours credit.

MIL 1122 — MILITARY SCIENCE (1ST YEAR, 2ND SEMESTER) — A continued emphasis on the historical growth and development of the Army and management techniques. The significance of military courtesy and discipline, customs and traditions of the military science. One hour lecture and two hours laboratory. Two semester hours credit.

MIL 2112 — MILITARY SCIENCE (2ND YEAR, 1ST SEMESTER) — Military geography and use of maps and aerial photography. Two hours lecture. Two semester hours credit.

MIL 2122 — MILITARY SCIENCE (2ND YEAR, 2ND SEMESTER) — The functions, duties, and responsibilities of junior leaders; operations of the basic military team. Qualifying test for advanced ROTC. Two hours lecture. Two semester hours credit.

### MUSIC FOUNDATIONS

(Education, History, Literature and Theory)

MUS 1113 — MUSIC APPRECIATION — Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three semester hours credit.

MUS 1123 — MUSIC SURVEY (Majors) — Listening course, designed to acquaint the music major with basic stylistic traits of the major eras of music history from the renaissance to the present. Three lectures. Three semester hours credit.

MUS 1214 — MUSIC THEORY I — Basic training in harmonic, melodic, and rhythmic elements of music. Four-part writing, ear-training, dictation, keyboard-harmony, and sight singing. Three lectures and two hours laboratory. Four semester hours credit.

MUS 1224 — MUSIC THEORY II — A continuation of MUS 1214. Three lectures and two hours laboratory. Four semester hours credit.

MUS 2214 — MUSIC THEORY III — A continuation of MUS 1224. Three lectures and two hours laboratory. Four semester hours credit.

MUS 2224 — MUSIC THEORY IV — A continuation of MUS 2214. Three lectures and two hours laboratory. Four semester hours credit.

MUS 2513 — MUSIC FOR CHILDREN I — Music course designed for elementary education majors. A study of the fundamentals of music, singing activities, accompanying skills and the application of teaching music to children. Three lectures. Three semester hours credit.



## MUSIC APPLIED

(Brass, Organ, Percussion, Piano, Voice and Woodwinds)

All applied music requires one half-hour lesson per semester for credit. All students interested in Applied Music are to consult the instructor before scheduling.

MUA 1141, 1151, 2141, 2151 — BRASS FOR NON-MAJORS (Elective Brass) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUA 1172, 1182, 2172, 2182 — BRASS FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1331, 1341, 2331, 2341 — ORGAN FOR NON MAJORS (Elective Organ) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUA 1362, 1372, 2362, 2372 — ORGAN FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1441, 1451, 2441, 2451 — PERCUSSION FOR NON-MAJORS (Elective Percussion) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUA 1511, 1521, 2511, 2521 — CLASS PIANO I, II, III, & IV — One hour lesson. One semester hour credit.

MUA 1541, 1551, 2541, 2551 — PIANO FOR NON-MAJORS (Elective piano - Prerequisite: Previous piano study) I, II, III, & IV - Half-hour lesson. One semester hour credit.

MUA 1572, 1582, 2572, 2582 — PIANO FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1711, 1721, 2711, 2721 — CLASS VOICE I, II, III, & IV — One hour lesson. One semester hour credit.

MUA 1741, 1751, 2741, 2721 — VOICE FOR NON-MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1762, 1782, 2762, 2782 — VOICE FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1841, 1851, 2841, 2851 — WOODWINDS FOR NON-MAJORS (Elective Woodwinds) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUA 1872, 1882, 2872, 2882 — WOODWINDS FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1472, 1482, 2472, 2482 — PERCUSSION FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

## MUSIC ORGANIZATIONS

(Marching Band, Centralettes, Concert Band, Jazz Band, Pit Orchestra, Chorus, Collegians)

MUO 1111, 1121, 2111, 2121 — BAND I, II, III, & IV — One semester hour credit.

MUO 1211, 1221, 2211, 2221 — CHORUS I, II, III, & IV — One semester hour credit.

## PHYSICS

PHY 1113 — SURVEY OF GENERAL PHYSICS I — A study of laws of mechanics and heat. Two lectures and two hours laboratory. Three semester hours credit.

PHY 1123 — SURVEY OF GENERAL PHYSICS II — A study of laws of electricity and sound. Two lectures and two hours laboratory. Three semester hours credit.

PHY 2414 — GENERAL PHYSICS — The fundamental concepts and laws of mechanics, heat and sound. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: MAT 1323.

PHY 2424 — GENERAL PHYSICS — The fundamental concepts and laws of electricity, magnetism, light and modern physics. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: PHY 2414.

## POLITICAL SCIENCE

POL 1113 — AMERICAN NATIONAL GOVERNMENT — Survey of the organizations, political aspects of and basis for American Government. Three lectures. Three semester hours credit.

POL 1123 — AMERICAN STATE AND LOCAL GOVERNMENT — Relationship between state and federal government and between states and their subdivisions; organization, function, and operation of executive, legislative, and judiciary; elections and suffrage generally, Mississippi particularly. Three lectures. Three semester hours credit.

## PSYCHOLOGY

PSY 1513 — GENERAL PSYCHOLOGY I — An introduction to the scientific study of human behavior. Includes history and methods of psychology, growth and development, principles of learning, sensation and perception, thinking, statistics, personality, and intelligence. Three lectures. Three semester hours credit.

PSY 1111 — PSYCHOLOGY OF LEARNING — This course is designed to aid a student in three basic areas: adjustment to college life, development of good study skills, and formation of test taking skills. One hour lecture. One semester hour credit.

## SECRETARIAL SCIENCE

SEC 1113 — ELEMENTARY TYPEWRITING — Mechanism and care of the typewriter, its operation, keyboard drills to gain speed and accuracy, and introduction to letter forms. Students with a year of high school typewriting cannot receive credit for this course. Three lectures and two hours laboratory. Three semester hours credit.

SEC 1123 — INTERMEDIATE TYPEWRITING — Advanced drills for speed and accuracy, letter forms, telegrams, and other business forms, and manuscript typewriting. Three lectures. Three semester hours credit.



SEC 1213 — ELEMENTARY SHORTHAND — The theory and practice of Gregg Shorthand. The principles are applied by reading and writing shorthand with a limited amount of dictation and transcription to shorthand notes. Students with a year of high school shorthand will not receive credit for this course. Three lectures and two hours laboratory. Three semester hours credit. Prerequisite: Proficiency in Typewriting.

SEC 1223 — INTERMEDIATE SHORTHAND — A continuation of Section 1213. Three lectures. Three semester hours credit. Prerequisite: Proficiency in Typewriting.

### SOCIOLOGY

SOC 2113 — INTRODUCTION TO SOCIOLOGY — Deals with human relationships. Students will receive a synopsis of the whole field of sociology including the social world, the social and cultural process within this world, and the integration of the processes in relation to the individual, the group, and the institution. Three lectures. Three semester hours credit.

SOC 2133 — SOCIAL PROBLEMS — A study of the nature, scope, and effects of the major social problems of today and the theoretical preventive measures to alleviate them. Course includes such problems as unemployment, urbanization, crime, juvenile delinquency, alcoholism, drug addiction, disaster, and family problems to include the aged, mentally ill, and retarded. Three lectures. Three semester hours credit.

SOC 2143 — MARRIAGE AND FAMILY — A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of social-economic adjustments to society. Three lectures. Three semester hours credit.

SOC 2243 — CULTURAL ANTHROPOLOGY (ETV) — The process of cultural and personality development plus methods and techniques employed by the anthropologist. Included are studies of primitive cultures, demonstrations of the precision required in archaeological excavation, and film interviews with anthropologists. Two 30 minute lectures plus independent study assignments. Three semester hours credit.

### SPEECH AND THEATRE

SPT 1113 — ORAL COMMUNICATION (PRINCIPLES OF SPEECH) — Correct and effective English: correct pronunciation and enunciation, breath control, study and practice in making speeches for all occasions, and emphasis on organization of material and practice in speaking before the group. Three lectures. Three semester hours credit.

SEC 1313 — FUNDAMENTALS OF THEATRE — A basic course in the theatre arts. An introduction to the cultural, historical, and social aspects of the drama and investigation of essential elements of play production. Three lectures. Three semester hours credit.

SEC 1333 — ACTING — An introduction to the theatre and the art of acting. Emphasis is placed on the technical aspects of acting and on the expressive use of the body in stage movement. Classroom work in scene and the presentation of scenes from plays prepare the student for required performance in either a workshop or major production. A production laboratory in connection with the class introduces the student to the technical phases of the theatre which contribute to the effectiveness of the work of the actor. Three lectures. Three semester hours credit.

## INSTITUTIONAL CREDIT

Developmental studies courses on the preparatory or repair level carry institutional credit. Zero digits indicate that the course is not designed as a university parallel course.

ENG 1103 — DEVELOPMENTAL ENGLISH I — This course covers basic reading and oral communication skills with special emphasis on comprehension and vocabulary building in reading and standard English pronunciation in speaking. Three hours per week. Three semester hours credit.

ENG 1203 — This course covers the basics of English writing with emphasis on identifying and correcting the problems of individual students. The course involves sentence and paragraph writing, as well as practical writing such as business letters and resumes. Three hours per week. Three semester hours.

## TECHNICAL

### Business Technology

IBC 2113 — ADVANCED TYPEWRITING — (Prerequisite: Intermediate Typewriting) Emphasis on skill building and production in specialized areas. Three semester hours credit.

IBC 1613 — BUSINESS ENGLISH — A review of correct English usage including parts of speech, word choice, punctuation, and capitalization. Emphasizes those aspects of English that are directly applicable to writing effective business letters. Three lectures. Three semester hours credit.



- TSC 2613 — BUSINESS COMMUNICATIONS — (Prerequisite: Business English and proficiency in typewriting). Instruction in composing different types of business letters with emphasis on the application of grammar, typewriting, speech, and human relations skills. Three semester hours credit.
- TSC 2523 — BUSINESS CALCULATIONS — Study of the fundamental process, fractions, decimals, percentages, and problem solving using electronic calculator operated with touch control as applied to business operations. Three semester hours credit.
- TSC 2833 — DATABASE MANAGEMENT — (Prerequisite: Introduction to Information Processing). Introduction to database concepts using a data management program to create files, enter and update data, and retrieve information. Three semester hours credit.
- TSC 1113 — ELEMENTARY TYPEWRITING — Introduction to the keyboard with emphasis on developing correct typewriting techniques and applying this acquired skill to the typewriting of business letters, tables, outlines, and manuscripts. Three semester hours credit.
- TSC 1123 — INTERMEDIATE TYPEWRITING — (Prerequisite: Elementary Typewriting or equivalent). Continuation of drills for speed and accuracy and the study of letter styles, business forms, manuscripts, and tabulation. Three semester hours credit.
- TSC 1013 — INTRODUCTION TO BUSINESS — Introduction to business principles, organizations, and procedures. Three semester hours credit.
- TSC 1813 — INTRODUCTION TO INFORMATION PROCESSING — Introduction to information processing systems — their design, organization, and administration. An overview of information processing technologies: data, word, and voice processing; telecommunications, reprographics, records management, and electronic mail. Three semester hours credit.
- TSC 2533 — MACHINE TRANSCRIPTION — (Prerequisite: Typewriting). Instruction in the use of transcribing machines to prepare mailable business correspondence. Three semester hours credit.
- TSC 2913 — OFFICE PROCEDURES — (Prerequisite: Typewriting/Keyboarding). Study and application of modern office systems and practices. Three semester hours credit.
- TSC 1313 — RECORDS MANAGEMENT — Introduction to the major filing systems with emphasis on information retrieval, retention and disposal of records, selection of supplies and equipment, and an introduction to electronic filing. Three semester hours credit.
- TSC 1213 — SHORTHAND I — Introduction to the theory and practice of Gregg shorthand with emphasis on the development of speed and accuracy in reading and writing. Three semester hours credit.
- TSC 1223 — SHORTHAND I — (Prerequisite: Shorthand I or equivalent

and Typewriting). Review of the principles of shorthand with emphasis on speed and accuracy in dictation and transcription. Three semester hours credit.

TSC 1213 — SHORTHAND III — (Prerequisite: Shorthand II). Emphasis on building vocabulary of different types of businesses, mailable manuscripts, and dictation and transcription speed. Three semester hours credit.

TSC 1813 — WORD PROCESSING I — (Prerequisite: Typewriting/Keyboarding and Introduction to Information Processing). Instruction in the use of the microcomputer/word processor. Three semester hours credit.

TSC 1823 — WORD PROCESSING II — (Prerequisite: Typewriting/Keyboarding and Introduction to Information Processing). Advanced instruction and applications in the use of the microcomputer/word processor. Three semester hours credit.

### COMPUTER TECHNOLOGY

TDP 1213 — DATA PROCESSING OPERATIONS — 3 hours credit. Two hours lecture and two hours laboratory. This course is a study of the operation of the System/34 Computer. The operation control language, utility programs, and SSP procedures for the System/34 are included.

TDP 1113 — INTRODUCTION TO DATA PROCESSING — 3 hours credit. Two hours lecture and two hours laboratory. This course is a study of the functions and capabilities of computers. The student becomes familiar with the organization of computers and their uses in today's computer-oriented society.

TDP 1313 — BASIC PROGRAMMING — 3 hours credit. Two hours lecture and two hours laboratory. This course is a study of the BASIC programming language. Students will gain experience by programming and debugging problems using BASIC.

TDP 1314 — RPG PROGRAMMING I — 4 hours credit. Three hours lecture and two hours laboratory. This course includes study of the Report Program Generator programming language. Students will become proficient in RPG by programming problems typical of those performed in data processing installations. Prerequisites: TDP 1213 and TDP 1113.

TDP 1223 — ADVANCED DATA PROCESSING OPERATIONS — 3 hours credit. Two hours lecture and two hours laboratory. This course is a continuation of TDP 1213. Advanced operational procedures on the System/34 will be included. Prerequisites: TDP 1213 and TDP 1113.

TDP 2024 — RPG PROGRAMMING II — 4 hours credit. Three hours lecture and two hours laboratory. This course is a continuation of TDP 1314. Emphasis will be placed on file processing and more advanced RPG programming. Prerequisite: TDP 1314.



- TDP 2514 — COBOL PROGRAMMING I — 4 hours credit. Three hours lecture and two hours laboratory. This course is directed toward teaching effective and efficient use of COBOL programming instruction. Students will gain programming experience by programming and debugging typical business problems using COBOL.
- TDP 2524 — COBOL PROGRAMMING II — 4 hours credit. Three hours lecture and two hours laboratory. This course is a continuation of TDP 2514. Emphasis will be placed on file processing and more advanced COBOL programming. Prerequisite: TDP 2514.
- TDP 2414 — SYSTEMS ANALYSIS AND DESIGN — 4 hours credit. Three hours lecture and two hours laboratory. The field of system analysis and design is surveyed. The student will develop, analyze, and modify systems as they apply to computer operations. Prerequisite: TDP 2324.
- TDP 2623 — ELECTRONIC SPREADSHEET — 3 hours credit. Three hours lecture. This course is an introduction to the electronic spreadsheet. Students will gain experience in the construction and use of spreadsheets as an aid to management decision making.
- TDP 2723 — DATA BASE MANAGEMENT — 3 hours credit. Three hours lecture. This course is a study of the concepts used in Data Management. The student will become proficient in creating files, entering and updating data, and retrieving information.
- TDP 1111 — DATA PROCESSING SEMINAR — 1 hour credit. One hour lecture. Seminar activities will include guest speakers, field trips, films, job-related topics, and Phi Beta Lambda projects.
- TDP 1121 — DATA PROCESSING SEMINAR — 1 hour credit. One hour lecture. A continuation of TDP 1111.
- TDP 2111 — DATA PROCESSING SEMINAR — 1 hour credit. One hour lecture. A continuation of TDP 1121.
- TDP 2121 — DATA PROCESSING SEMINAR — 1 hour credit. One hour lecture. A continuation of TDP 2111.

### TECHNICAL DRAFTING

- TDD 1123 — MACHINE DRAFTING — A study of the design and drawing of machine and machine parts with strict attention given to dimensioning, finish, fits, threads and the reproduction process of drawings into blue prints. One hour lecture and four hours laboratory. Three semester hours credit.
- TDD 2714 — ARCHITECTURAL DRAFTING — 4 hours. Prerequisite: Fundamentals of Drafting 1113. One hour lecture and two three-hour laboratory periods per week. This course includes principles and practices of modern design, requiring working drawing and solutions, typical construction detail and specifications for residential and industrial construction.

- TDD 1213 — DESCRIPTIVE GEOMETRY — 3 hours. One lecture and four laboratory periods per week. Prerequisite: Fundamentals of Drafting 1113. The course deals with a study of primary and secondary auxiliary views, revolution of views, and their application as used in mining, engineering, aircraft construction and intersections and development of sheet metal.
- TDD 1113 — FUNDAMENTALS OF DRAFTING — This course deals with the use and use of drafting instruments, alphabet of lines, free hand sketching, geometric construction, dimensioning sectioning, and orthographic projection with emphasis on shape and size description. One hour lecture and four hours laboratory. Three semester hours credit.
- TDD 2613 — STRENGTH OF MATERIALS — 3 hours. Two one-hour lecture periods and one two-hour laboratory period per week. A study of forces, properties of materials, center of gravity, shear forces and bending moments. Computations necessary for structural and architectural are of primary importance in this course.
- TDD 2414 — ELECTRICAL, PIPING AND SHEET METAL DRAFTING — 4 hours. Prerequisite: Fundamentals of Drafting 1113. One hour lecture and two three-hour laboratory periods per week. A study of electrical and pipe symbols, types and uses of pipes and electrical layouts and the development of sheet metal as used in modern industry.
- TDD 2513 — SURVEYING AND TOPO I — 3 hours. One lecture and two two-hour laboratories per week. Prerequisite: Fundamentals of Drafting. Introduction to Surveying and Mapping with emphasis on the field and computational methods which are utilized in the preparation of maps and survey plats.
- TDD 2523 — SURVEYING AND TOPO II — 3 hours. One lecture and two two-hour laboratories per week. Prerequisite: Surveying and Topo I. A continuation of Surveying and Topo I with emphasis on the development of sophisticated field methods, drafting techniques and applications.
- TDD 2613 — COST ESTIMATING — 3 hours. Three lectures per week. An introduction to the basic methods of estimating and the development of quality survey systems used in manufacturing and construction processes.
- TDD 2314 — STRUCTURAL DRAFTING — 4 hours. Prerequisite: Fundamentals of Drafting 1113. One hour lecture and two three-hour laboratory periods per week. Structural drafting consists of the preparation of design and working drawings for buildings, bridges, tanks, towers, and other structures.
- TDD 2913 — INDUSTRIAL RELATIONS — 3 hours. Three hours per week. This course deals with problems involving human relations and the development of a foundation for personal relations for dealing with superiors, associates, and subordinates. The role of a supervisor is emphasized.



## TECHNICAL MATHEMATICS

TMD 1113 — TECHNICAL MATH I — 3 hours. Three one-hour periods per week. This course is a study of the basic fundamentals of algebra needed in drafting and electronics in order to make calculations, to solve graphs and to solve equations.

TMD 1213 — TECHNICAL MATH II — 3 hours. Three class meetings per week. A study of angles, triangles, and trigonometric functions. Angles and solutions of triangles, logarithms, graphs and reduction formulas are studied as they apply to drafting and electronics.

## TECHNICAL ELECTRONICS

TEL 1113 — INTRODUCTION TO ELECTRONIC TECHNOLOGY — One lecture. Four hours laboratory. (3 semester hours credit). An introduction to Electronic Technology which provides opportunity for beginning students to explore the general nature of the field and its career potential, in conjunction with laboratory experiences in basic areas.

TEL 1125 — BASIC ELECTRICITY FOR ELECTRONICS — Three lectures. Six hours laboratory. (5 semester hours credit). This course is designed to familiarize the student with the basic electrical fundamentals in alternating and direct currents which are prerequisite to subsequent electronic studies. Laboratory exercises provide theory reinforcement and familiarization with test equipment.

TEL 1133 — DRAFTING FOR ELECTRONICS — One lecture. Four hours laboratory. (3 semester hours credit). An elementary course designed for electronics students. Use of templates, including lettering templates; fundamentals of drawing and drafting room practices; electrical circuit drawing, terms, symbols and standards. Emphasis is placed on construction and interpretation of typical electrical circuits.

TEL 1215 — ELECTRONIC DEVICES AND CIRCUITS — Three lectures. Six hours laboratory. (5 semester hours credit). Introduction to semiconductor devices including the construction, theory, static and dynamic characteristics of diodes and bi-polar semiconductors; basic circuit configurations; rectifier and circuits; amplifiers.

TEL 1225 — DIGITAL PRINCIPLES — This course is designed to provide the student with an understanding of digital electronics from the basic binary system of numbers, how circuits are designed to work with digital, to the complex circuits used for logic operations, arithmetic operations, and information conversion and control. The student will construct circuits that are commonly found in digital systems such as microprocessors.

TEL 2234 — LINEAR INTERGRATED CIRCUITS — Two lectures. Six hours laboratory. (4 semester hours credit). This course is planned to provide basic training in digital integrated circuits and devices encountered in the installation, maintenance, and troubleshooting in instrumentation

and control circuits. Although training in circuit design is not intended, coverage of Boolean Mathematics is included to provide a basis for better understanding of digital applications. In addition, no attempt is made to study the more sophisticated arithmetic circuits usually found in computers, but only those basic to the field of digital control.

TEL 2445 — TROUBLE ANALYSIS OF MICROPROCESSORS — Three hours lecture, six hours laboratory. (5 semester hours credit) The course in Trouble Analysis of Microprocessors is designed to provide the ability to analyze the troubles that occur in microprocessors with the aid of an oscilloscope, logic probe, and logic analyzer. With this analysis completed the student will be able to repair the faulty unit. Laboratory exercises are directed towards hands-on approach to operate test equipment, isolate troubles and repair the faulty units.

TEL 2325 — INTERFACING AND CONTROL — Three hours lecture. Six hours laboratory. (5 semester hours credit). The course in interfacing and control is planned to provide classroom and laboratory studies of the devices, circuits, principles and applications pertaining to electronic control systems using electromechanical, analog, digital, and microprocessor principles.

TEL 2335 — ELECTRONIC COMMUNICATION — Three lectures. Six hours laboratory. (5 semester hours credit). A study of the most frequently utilized systems of electronic communication, including the theory of operation, use, and servicing techniques applicable to each system. Laboratory exercises are directed toward a hands-on approach to both operation and service.

## VOCATIONAL

## VOCATIONAL INDIVIDUALIZED DEVELOPMENT SYSTEM (VIDS)

The test of Adult Basic Education (TABE) will be administered to all vocational students upon entering school. Results from this test will be used to identify students that need help in Reading, Math and Language.

Students needing help in these areas will be assigned to the VIDS Center for three hours per week until he/she achieves the functioning level needed to receive full value of the education he/she is pursuing.

FIRST SEMESTER V.I.D.S. - Individual instruction will be given in Reading, Mathematics and Language. 51 Clock Hours

SECOND SEMESTER V.I.D.S. - A continuation of first semester with student receiving instruction in employer-employee relations. 51 Clock Hours.

## AUTOMOTIVE MECHANICS

VAM 1112 — INTRODUCTION TO MECHANICS. This course is designed to teach automotive shop safety, use of automotive hand tools and use and care of service literature. Sixty clock hours. Two semester hours.



- VAM 1214 — ENGINE REBUILDING I. This course is designed to teach operation of automotive engines, cleaning, inspecting, measuring engine component parts and testing engine condition. One hundred and twenty clock hours. Four semester hours.
- VAM 1314 — BRAKE SYSTEM I. Principles of operation, diagnosis of malfunctions and repair of the disc and drum brake systems are covered. One hundred twenty clock hours. Four semester hours.
- VAM 1413 — FUEL SYSTEM I. This course is designed to teach principles of the fuel system, fuel tank, lines, pumps, filters, and basic carburetor systems. Ninety clock hours. Three semester hours.
- VAM 1514 — ELECTRICAL SYSTEMS. This course teaches diagnosing battery, starters, alternators and generators. The basic ignition and lighting systems are covered in this course. One hundred twenty clock hours. Four semester hours.
- VAM 1124 — TUNE-UP AND SPECIAL SYSTEM I. This course is designed to teach diagnostic and testing principles related to the correction of troubles in the carburetion and electrical system to include electronic ignitions. One hundred twenty clock hours. Four semester hours.
- VAM 1224 — SUSPENSION & STEERING SYSTEM I. This course teaches principles of the suspension system and diagnosis. This includes wheel bearings, tires and wheels, wheel balancing, and steering system. One hundred twenty clock hours. Four semester hours.
- VAM 1325 — INTRODUCTION TO DRIVE TRAIN. This course includes fundamentals of velocity operation, diagnosis of malfunctions and repairs of drive line, joints, and bushings, disassembly, inspection, repair, replacement and reassembly of differential, standard transmissions and clutches. One hundred fifty clock hours. Five semester hours.
- VAM 1424 — AUTOMATIC TRANSMISSION I. This course includes theory and operation on automatic transmissions. Emphasis is placed on diagnosing troubleshooting and in car services. One hundred twenty clock hours. Four semester hours.
- VAM 2134 — SUSPENSION SYSTEM II & FRONT WHEEL DRIVE. This course is a continuation of Suspension System I. Emphasis is placed on ball joints, king pins, control arm bushings, springs, stabilizer bars and wheel alignment including four-wheel and front-wheel drive alignment. One hundred twenty clock hours. Four semester hours.
- VAM 2234 — AUTOMATIC TRANSMISSION II. This course includes disassembling and repairing of automatic transmissions with emphasis on rebuilding. One hundred twenty clock hours. Four semester hours.
- VAM 2334 — BRAKE SYSTEM II. This course includes turning of drums and rotors, rebuilding of master cylinders, wheel cylinders and the power brake system for disc and drum brake systems. One hundred twenty clock hours. Four semester hours.

- VAM 2435 — HEATING AND AIR CONDITIONING. This course is designed to offer training on the heating system, heater controls, the cooling system, and the theory and operation of air conditioning systems. One hundred fifty clock hours. Five semester hours.
- VAM 2144 — FUEL SYSTEM II. This course includes disassembly, inspection, replacement and reassembly of carburetors, fuel injection systems, turbo-charged systems and other specialty systems. One hundred twenty clock hours. Four semester hours.
- VAM 2245 — SPECIAL SYSTEMS II. This course includes theory and laboratory instruction on fuel systems, electrical systems, emission control systems, TBI, EFI, and CCC. One hundred fifty clock hours. Five semester hours.
- VAM 2344 — INTRODUCTION TO FOREIGN CARS. This course teaches the student to deal with the metrics, manuals, lifting, troubleshooting and repair of the foreign car. One hundred twenty clock hours. Four semester hours.
- VAM 2444 — INTRODUCTION TO AUTOMOTIVE DIESEL. This course is designed to enhance the student's skills on diesel operation, theory and repairs. One hundred twenty clock hours. Four semester hours.

### AUTO BODY AND FENDER REPAIR

- VBF 1113 — WELDING — A fundamental course in the basic principles of welding and brazing, oxyacetylene procedures including use and care of equipment, flame adjustments, techniques of welding and cutting, safety practices, brazing to include the advantages and disadvantages of arc welding. Ninety clock hours. Three semester hours.
- VBF 1217 — AUTO METALS & MATERIALS — Practical work in types of materials and metallurgy, characteristics of metals used in the field. Strength of auto body member, damage patterns, shrinking procedures. Two hundred ten clock hours. Seven semester hours.
- VBF 1317 — PANEL & FENDER STRAIGHTENING & PAINTING — Practical work in analyzing the damage area, roughing out sequence, tools required in raising low spots, reworking deep bends, flattening high spots, use of file and sanding equipment. Two hundred ten clock hours. Seven semester hours.
- VBF 1126 — FRAME STRAIGHTENING — Practical work in the fundamentals of frame testing, and checking equipment, analyzing replacement versus repair, bumper straightening, arm alignment, estimating to include use of the flat rate manual and time and material cost. One hundred eighty clock hours. Six semester hours.
- VBF 1228 — REFINISHING PROCESS — Practical work in types of paints used in industry. Prepainting procedure, operating techniques of paint



sprayers, drying process to include air dry and bake dry, rubbing, polishing, waxing, jobs, etc., and safety. Two hundred forty clock hours. Eight semester hours.

VBF 1323 — **HARDWARE & TRIM** — Practical course in removal and replacement of hardware and trim to include the typical problems encountered and removal and replacement of moldings, door hardware, glass trim, grills and locks. Ninety clock hours. Three semester hours.

VBF 1133 — **GLASS REPLACEMENT & REFINISHING** — Practical course in glass removal and replacement to include types of automotive glass, window regulations, removal and installation, estimating of flat and manual and time and materials cost. Ninety clock hours. Three semester hours.

VBF 1237 — **ADVANCED PANEL AND FENDER STRAIGHTENING** — Practical work in advanced analyzing the damaged areas, advanced techniques in the roughing out sequence using specialized tools required in raising low spots, advance technique of reworking deep bends, advanced techniques of flattening high spots, advanced use of files and sanding equipment. Characteristic of fiberglass and plastic components to include special finishing techniques. Two hundred ten clock hours. Seven semester hours.

### CARPENTRY AND CABINET MAKING

VCC 1114 — **PLANS, SPECIFICATIONS & FOUNDATIONS** — Study of plans in residential construction and specifications. Practical work experience in layout, installing batter boards, and the placing of foundation members. One hundred twenty clock hours. Four semester hours.

VCC 1215 — **FLOOR, WALL, CEILING, ROOF FRAMING & ROOFING** — Theory and practical work in actual framing of floors, walls, ceiling and roofs, and actual installation of roofing materials. One hundred fifty clock hours. Five semester hours.

VCC 1318 — **INSULATION, EXTERIOR AND INTERIOR FINISHING & COORDINATING** — Theory and practical work experience in sound and thermal insulation, interior and exterior buildings dealing with walls, trim, floors, cabinets, doors, windows and exterior trim. Also, steps to follow in coordinating other work such as plumbing, electrical, heating and cooling, etc. Two hundred forty clock hours. Eight semester hours.

VCC 1128 — **CABINET CONSTRUCTION** — Theory and practical work experience in blueprint reading, safety, measuring in a wide range of cabinets, cabinet layout, materials, cabinet framing and shelf construction. Two hundred forty clock hours. Eight semester hours.

VCC 1225 — **HARDWARE, TRIM & LAMINATES** — Theory and work experience in selection of correct hardware and installation of hardware and trim, and installation of plastic laminates. One hundred fifty clock hours. Four semester hours.

VCC 1324 — **CABINET FINISHING** — Theory and practical experience in sanding, preparing and finishing cabinets. One hundred twenty clock hours. Four semester hours.

VCC 2104 — **BLEUPRINT READING, SPECIFICATIONS, CODES AND FOUNDATION** — Theory and study of blueprint reading, specifications and codes. Actual work experience in laying out foundations, setting grade stakes, and placing of reinforcement steel. One hundred twenty clock hours. Four semester hours.

VCC 2205 — **TECHNIQUES IN FRAMING & ROOFING** — Theory and work experience in all parts of residential framing and actual installation of sheathing and roofing material. One hundred fifty clock hours. Five semester hours.

VCC 2338 — **EXTERIOR & INTERIOR FINISHING, INSULATION & COORDINATING** — Theory and work experience in all types of insulation, siding, wall covering, and trim work plus the study of permits and coordinating building activities with other tradesmen. Two hundred forty clock hours. Eight semester hours.

VCC 2148 — **CABINET CONSTRUCTION TECHNIQUES** — Theory and practical experience in actual cabinet construction with emphasis being put on different styles and techniques. Two hundred forty clock hours. Eight semester hours.

VCC 2245 — **LAMINATE APPLICATION, TRIM AND HARDWARE** — Theory and practical work experience in proper selection of hardware and trim. Installation of plastic laminates. One hundred fifty clock hours. Five semester hours.

VCC 2344 — **CABINET FINISHING** — Theory and practical experience in sanding, preparing and finishing cabinets. One hundred twenty clock hours. Four semester hours.

### COSMETOLOGY

VCO 1113 — **COSMETOLOGY THEORY** — Theory in the professional cosmetologist, scalp and skin care, hair shaping, hair styling and permanent waving. Ninety clock hours. Three semester hours.

VCO 1218 — **COSMETOLOGY PRACTICAL I** — Practical in the following areas: shampooing, hair shaping, permanent waves, fingerwaves, hair styling, manicuring, makeup, chemical hair relaxing, hair pressing, thermal waving, blow drying and salon management. Before new students can practice on paying customers they must have had 240 hours of training in a combination of theory and practical. Two hundred forty clock hours. Eight semester hours.

VCO 1318 — **COSMETOLOGY PRACTICAL II** — Continuation of Practical I. Two hundred forty clock hours. Eight semester hours.

VCO 1123 — **COSMETOLOGY THEORY** — Theory in hair coloring, chemical relaxing, hair pressing, thermal waving, blow drying, disorders of the nails, manicuring, pedicuring, facials and makeup. Ninety clock hours. Three semester hours.



- VCO 1228 — COSMETOLOGY PRACTICAL III — Cosmetology practical in the following areas: shampooing, hair shaping, permanent waving, hair styling, manicuring, makeup, chemical hair relaxing, hair pressing, thermal waving and blow drying and salon management. Before new students can practice on paying customers, they must have had 240 hours of training in a combination of theory and practical. One hundred forty clock hours. Eight semester hours.
- VCO 1328 — COSMETOLOGY PRACTICAL IV — Continuation of Practical III. Two hundred forty clock hours. Eight semester hours.
- VCO 1133 — COSMETOLOGY THEORY — Theory in superfluous hair removal, the skin and hair, anatomy, electricity, chemistry and salon management. Ninety clock hours. Three semester hours.
- VCO 1236 — COSMETOLOGY PRACTICAL V — Practical in the following areas: shampooing, hair shaping, permanent waving, finger waving, hair styling, manicuring, makeup, chemical hair relaxing, hair pressing, thermal waving, blow drying and salon management. Before new students can practice on paying customers, they must have had 240 hours of training in a combination of theory and practical. One hundred eight clock hours. Six semester hours.
- VCO 1336 — COSMETOLOGY PRACTICAL VI — Continuation of Practical V. One hundred eighty clock hours. Six semester hours.

### ELECTRICITY

- VEL 1116 — ELECTRICAL PRINCIPLES — Electric theory, static charges, Ohm's Law, series, parallel and combination circuits; principles of magnetism; alternating current; inductances and capacitance; power; and power factor correction; and application of meters and meter movements for measurement of voltage, current and resistance; measurements of power in single and poly-phase systems; power factor measurements. One hundred eighty clock hours. Six semester hours.
- VEL 1215 — ELECTRICAL WIRING OF RESIDENCES — Requirements of the National Electric codes; calculations for lighting circuits, appliance circuits (fixed or portable), service entrance equipment feeders, subfeeders, and over current protection devices; wiring techniques for single and multi-family dwelling; properties of conductors, connections, insulation, raceways, box housings, conduit and other hardware used in the trade. One hundred fifty clock hours. Five semester hours.
- VEL 1314 — INDUSTRIAL WIRING — Requirement of the National Electric Code; calculations of single and three-phase systems, commercial, industrial and marine lighting systems; heating, air-conditioning and machine power; water supply, emergency and alarm systems; power distribution systems. Installation, check out, inspections, troubleshooting commercial and industrial electrical systems. One hundred twenty clock hours. Four semester hours.

- VEL 1412 — ELECTRICAL PRINT READING — Use and blueprint symbols used on residential, commercial and industrial prints, explanation of National Electrical Code's articles on prints. Sixty clock hours. Two semester hours.
- VEL 1125 — INTRODUCTION TO ELECTRONICS — An introduction to the basic concepts of electronics. Includes the theory and application of diode and semi-conductor rectifying devices, and electronic power supplies. Introduces the student to the use of electronic test equipment such as VOM's, oscilloscopes and function generators in laboratory exercises. One hundred twenty clock hours. Five semester hours.
- VEL 1224 — ELECTRONIC CIRCUITS — The theory and operating characteristics of alternating current, inductance, capacitors, RLC circuits, A/C power, transformers and an introduction into semi-conductor devices in laboratory exercises. One hundred fifty clock hours. Five semester hours.
- VEL 1324 — ELECTRONIC CONTROL DEVICES — The theory and operating characteristics of transistors and tubes and of special control devices such as the SCR, UJT, diac and integrated circuits, all tested under laboratory conditions, but designed to see the application as industrial control. One hundred twenty clock hours. Four semester hours.
- VEL 1423 — ELECTRONIC CONTROLS — The analysis interpretation and troubleshooting of electronic control diagrams. Introduces the student to digital control-devices circuits. Students will fabricate motor control projects. Ninety clock hours. Three semester hours.
- VEL 1134 — INDUSTRIAL MOTOR CONTROL — Theory, operation and application of hardware and circuitry used in industry for the control of electric motors. Includes relays, contactors, various types of starters, pilot devices, timing devices and other related circuits. Ninety clock hours. Four semester hours.
- VEL 1233 — ELECTRIC MOTORS (A/C) — Theory, operation and application of alternating current generators and motors. Ninety clock hours. Three semester hours.
- VEL 1333 — ELECTRIC MOTORS (D/C) — Theory, operation and application of direct current generators and motors. Ninety clock hours. Three semester hours.

### MACHINE SHOP

- VMS 1111 — ORIENTATION AND SAFETY — To include purpose and use, safe operation, controls, limitations and history and development of machine shop equipment. Thirty clock hours. One semester hour.
- VMS 1213 — BASIC BLUEPRINT READING — To include practical print reading on three view drawings, visible outlines, dimensions, edges, invisible edges, angles, scales, symbols, projections, circles, decimals, auxiliary views, threads and fasteners. Ninety clock hours. Three semester hours.



semester hours.

VMS 1313 — BENCH WORK AND LAYOUT — Practical work to include measuring tools, use of other tools such as hammers, screwdrivers, wrenches, hacksaws, chipping, filing, layout angle plate, parallel clamps, gauges, punches and calipers. Ninety clock hours. Three semester hours.

VMS 1418 — ENGINE LATHE — Practical work to include construction and functions of the lathe, lathe sizes, operations, types, parts, cutting tools, materials, thread and thread cutting, terms, class of machine setting, thread measuring, operation of gears and calculations. Two hundred forty clock hours. Eight semester hours.

VMS 1512 — PRECISION MEASUREMENT SYSTEMS AND INSPECTION — Course work to include measurement systems, English and metric, starting the basic fraction and going through the 4th decimal place. Sixty clock hours. Two semester hours.

VMS 1123 — METAL SAWING PROCESS — Practical work to include band saw, construction, applications and blade types, band blade welding attachment, basic operations and the reciprocating hacksaw. Ninety clock hours. Three semester hours.

VMS 1223 — BLUEPRINT READING — To include machine shop practice on auxiliary views, threads and fasteners, gears, working drawings in detail and assembly pictorial in isometric, oblique and perspective. Ninety clock hours. Three semester hours.

VMS 1328 — VERTICAL MILLING AND JIG BORER — To include vertical mill construction alignment of head, alignment of vise, machining surfaces, slots and keyways, vertical mill operations and attachments. Also, to include the jig borer and the calculations, layout and machining processes thereof. Two hundred forty clock hours. Eight semester hours.

VMS 1423 — DRILLING MACHINES — Practical work to include drill types, parts of drills, drill press, reaming, alignment, counterbores, counter sinks, tapping in a drill press, pulleys, and tapers. Ninety clock hours. Three semester hours.

VMS 2138 — HORIZONTAL MILLING — Practical work in advanced use of milling machine, milling speeds, feeds, depth of cut, collets, taper shank, index head and operations, helical and spiral milling, spur gear and bevel gears. To include cutting of pitch, tooth parts, and nomenclature. Two hundred forty clock hours. Eight semester hours.

VMS 2235 — METALLURGY AND PHYSICS OF METAL CUTTING — Practical work to include properties and use of ferrous metals, metal production and refining, chemical nature of steel, SAE numbering system, high speed steel, non-ferrous metal and alloy to include copper, tin, zinc, lead, aluminum, bronze and brass. One hundred fifty clock hours. Five semester hours.

VMS 2334 — SPECIAL PROCESSES — To include electrical machining processes and electro chemical processes, process theory. Application to machining trade, advantages and disadvantages, application of these processes. One hundred twenty clock hours. Four semester hours.

VMS 2142 — CUTTING TOOLS AND CUTTING FLUIDS — Carbide Cutting tools, the manufacture and usage. Selecting proper grade, tool geometry, cutting speeds and feed, grinding and shaping the tool, cutting fluids, purpose and advantages. Types, functions and applications. Sixty clock hours. Two semester hours.

VMS 2248 — GRINDING MACHINES — Practical work to include makeup, types of grinders, grinding wheels to components, abrasive, bonds, and mounting wheels, standard diamonds and carbides, principles of grinding to include surfaces, truing, dressing, roughing, finishing cuts, lubricants, cylindrical cuts and other cuts. Two hundred forty clock hours. Eight semester hours.

VMS 2344 — BRAZING AND WELDING — Practical work in brazing to include materials, chemical content, flux, metal preparations, heat applications and compounds. Arc welding to include basic arc, types of machines, settings, arc and its effect, types of joints, types of welds. Gas welding and cutting to include torch adjustment, heat, tips, hose and connections, accessories and rod types. One hundred twenty clock hours. Four semester hours.

VMS 2440 — SHAPER — Practical work with the shaper: construction parts, shaper value, lubrication, feed speeds, tool head, shaper cutting tools, how to hold shaper work, vertical and angular cuts and dove tails. Ninety clock hours. Three semester hours.

## MASONRY

### FALL

VMA 1113 — HISTORY OF MASONRY, TOOLS, EQUIPMENT & MASONRY MATERIALS — Fundamentals of history, safety, tools and equipment, & materials used in masonry trades. Practical work with tools and masonry materials. Ninety clock hours. Three semester hours.

VMA 1217 — BONDS, PATTERNS & TEXTURE AND WALL TYPES — Practical work on layout of bonds, patterns, types of wall, block walls, brick walls, chase walls and metal tied walls. Two hundred ten clock hours. Seven semester hours.

VMA 1317 — MASONRY CONSTRUCTION AND CLEANING — Practical work to include wall design, quality of materials, specifications of flashing, waterproofing, installation of expansion joints. Using the process of removing stains and burrs from finished masonry. Powders or stains, use of hydrochloric acid. Two hundred ten clock hours. Seven semester hours.



## SPRING

- VMA 1123 — METHODS OF ESTIMATING — Classroom and practical work to include estimating by using square feet and cubic feet methods. Mortar, brick, sand, etc. Ninety clock hours. Three semester hours.
- VMA 1227 — REINFORCED MASONRY — Practical work to include compression, shear, tension, measurement of compression and tension and pounds per square inch, grout and reinforced steel. Two hundred ten clock hours. Seven semester hours.
- VMA 1327 — CHIMNEYS AND FIREPLACES — Practical work in the planning and construction of fireplaces to include size, types, and components. Two hundred ten clock hours. Seven semester hours.

## REFRIGERATION &amp; AIR-CONDITIONING

- VAR 1114 — SOLDERING, BRAZING, WELDING, PIPE AND FLARING TUBING — Practical work in the use of hand tools for cutting and shaping tube and connecting pipe and tubing, testing for leaks, installation materials used in tubes and pipes for gasses and fluids. Practical work in the uses of soldering arc welding, gas welding, soldering materials, propane torch, welding rods (both gas and electric) machine settings, flame adjustments and metal thicknesses. One hundred twenty clock hours. Four semester hours.
- VAR 1124 — BASIC COMPRESSION SYSTEMS AND SERVICING — Practical work in relation to pressurizing and leak testing safety in working with the system, actual testing of pressurized systems, how to determine leaks with soap bubbles, halide torch and electronic detector, and other laws of refrigeration. Instruction will be given in the operation of servicing of the total compression system. One hundred twenty clock hours. Four semester hours.
- VAR 1214 — BASIC COMPRESSION REFRIGERATION — Practical work in identification of compressors, evaporators, condensers, line connections, metering devices, condition of refrigerant systems, labeling of components, direction of refrigerant flow. One hundred twenty clock hours. Four semester hours.
- VAR 1224 — COMPRESSOR CONSTRUCTION — Practical work in cutting compressors open, identification of components, repairing and re-sealing, sealed compressors, open compressors, cylinders, pistons, connecting rods, crank shafts, valves, seals, gaskets, lubrication, refrigerants, cycles and controls. Types of compressors to include: 1. reciprocating, 2. rotary, 3. screw type, 4. centrifugal. One hundred twenty clock hours. Four semester hours.
- VAR 1314 — WIRING DIAGRAMS — Practical work in the layout of wiring diagrams, drawing of diagrams, electrical circuits, color coding of wire, symbols, working with all types of wiring diagrams. One hundred twenty clock hours. Four semester hours.

- VAR 1415 — DOMESTIC REFRIGERATION FUNDAMENTAL & WINDOW AIR-CONDITIONERS — Practical work in use of terminology, window units and their makeup, wire sizes, color coding, capacities, disassembly and assembly of household air conditioning units. Also, practical work in disassembly and assembly of compressors, controls of installation. One hundred fifty clock hours. Five semester hours.
- VAR 1324 — THERMOSTATS — Practical work in terminology used in thermostat work, types of thermostats and their components, heat anticipation, installation of wall thermostats, and thermostats for self control units. Cooling thermostats and thermostats for self control units. Cooling thermostats, heating and combination thermostats, furnace control, humidity control, refrigerant control and timers. One hundred twenty clock hours. Four semester hours.
- VAR 1425 — ELECTRIC MOTORS AND CONTROLS — Practical work in magnetism makeup, safety, and parts of a motor. Single phase, 3 phase and types of each. Motor data, belt tension, disassembly and assembly of motors, motor control to include principles, circuit, relays, and starting control, overload protection and solid-state controls. One hundred fifty clock hours. Five semester hours.
- VAR 2104 — REFRIGERANTS AND CONTROLS — Practical work in energy conservation unit, Charles' Law, effects of pressure on evaporation, refrigerant tools and materials, requirements and classification of refrigerants, selection of proper type, and amount of refrigerant, expansion valve, pressure control, low and high, capillary tube control, fittings, check valves, solenoid, suction and pressure valves. One hundred twenty clock hours. Four semester hours.
- VAR 2205 — COMMERCIAL SYSTEMS — Practical work in load distribution, commercial installation troubleshooting and repair, hermetic units, condensers, motors and controls, removing air moisture, leak detecting, cooling, heating, frozen foods units. One hundred fifty clock hours. Five semester hours.
- VAR 2334 — INTRODUCTION TO HEAT — Practical work in the background knowledge in early applications, body comfort, reverse cycles, heat controls, circuits, types of control, systems checkout procedures, leakage, condensers, motor controls. One hundred twenty clock hours. Four semester hours.
- VAR 2434 — GAS AND ELECTRIC HEAT — Practical work in installation and repair of gas units and electric units, make-up, disassembly and assembly, gas codes, electric codes, load, controls, applications, service problems, and safety of gas and electric heating. One hundred twenty clock hours. Four semester hours.



VAR 2144 — LOAD CALCULATIONS — Practical work to include selection of heat, cooling, heat load estimating, identification of units in heating and cooling, components, symbols, proper function of a system, design and layout of a heating and cooling system, all technical characteristics of commercial units. One hundred twenty clock hours. Four semester hours.

VAR 2244 — AIR DISTRIBUTION & DUCT DESIGN — Practical work in design installation of ducts, duct size, size of outlets, instruments, ventilation requirements, blowers, motor size, noise, drafts, and technical characteristics. One hundred twenty clock hours. Four semester hours.

VAR 2344 — HEAT PUMP — Practical work on the makeup of the heat pump, the purpose, theory installation, operation, the performance controls, reversing valves and schematics, figuring loads, layout of systems, duct and outlet sizes, disassembly and assembly. One hundred twenty clock hours. Four semester hours.

VAR 2445 — TROUBLESHOOTING & REPAIR OF AIR AND HEAT SYSTEMS & CUSTOMER RELATIONS — Practical work in problem solving in control of air and heat and combination units, controls used on both air and heat systems, mechanical function, replacement of parts and recharging of units. One hundred fifty clock hours. Five semester hours.

## WELDING

### FALL

VWE 1116 — BASIC ARC WELDING I — Practical work in the use of machine, machine setting, use of electrodes, metallurgical properties, flat welds, vertical welds, joints and preparation of plates. Three hundred thirty clock hours. Six semester hours.

VWE 1213 — BASIC GAS WELDING — Practical work in the use of equipment, gas settings, tools, cylinders, flames, thickness of metal beads, rods and types of joints. Ninety clock hours. Three semester hours.

VWE 1313 — ACETYLENE CUTTING — Practical work in cutting of metals, flame and temperature settings, blow pipe cutting, nozzle regulators and thickness of metal. Ninety clock hours. Three semester hours.

VWE 1415 — BASIC ARC WELDING II — A continuation of Basic Arc Welding I in the areas of electrodes, machine setting, metallurgical properties, various types of rods and joints. One hundred fifty clock hours. Five semester hours.

### SPRING

VWE 1126 — INERT GAS — TIG — Practical work in tungsten inert gas, shielded arc and metal inert gas welding, machines and equipment, filler rods and wire, flow meters, electrodes, aluminum

welding, horizontal, vertical and overhead welding, stainless steel, low carbon steel, testing and inspection. One hundred eighty clock hours. Six semester hours.

VWE 1226 — SHORT ARC WELDINGS — Practical work in short arc welding or solid core wire. Type of machine to be used and setting of the machine. The types of wire to be used for the job, the flow of the gas and the type of gas to be used, type of steel to be welded with solid core wire. One hundred eighty clock hours. Six semester hours.

VWE 1325 — ADVANCED ARC WELDING — Job requirements, nature of repair problems, selecting hard surfacing materials, processes used in manual metal arc and metal spraying. One hundred fifty clock hours. Five semester hours.

## OTHER VOCATIONAL CLASSES

VOC 1410 — ACCOUNTING I — A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. 127.5 clock hours. 12.75 CEU'S.

VOC 1420 — ACCOUNTING II — A continuation of Accounting I. Prerequisite: Accounting 1410. 127.5 clock hours. 12.75 CEU'S.

VOC 1210 — BUSINESS MATHEMATICS — Emphasis is placed on the study of the fundamental processes, fractions, decimals, percentage, and problem solving. The application of these fundamental processes is applied toward the problems of business which the student will encounter in the various commercial fields. 85 clock hours. 8.5 CEU'S.

VOC 1110 — TYPEWRITING I — Mechanism and care of the typewriter, its operation, keyboard drills to gain speed and accuracy, and introduction to letter forms. Students with a year of high school typewriting cannot receive credit for this course. 85 clock hours. 8.5 CEU'S.

VOC 1120 — TYPEWRITING II — Advanced drills for speed and accuracy, letter forms, telegrams, and other business forms, and manuscript typewriting. 85 clock hours. 8.5 CEU'S.

VOC 1610 — BUSINESS ENGLISH — A review of correct English usage including parts of speech, word choice, punctuation, and capitalization. It emphasizes those aspects of English that are directly applicable to the writing of effective business letters. 85 clock hours. 8.5 CEU'S.

VOC 1130 — TYPEWRITING II — A continuation of secretarial course 1120. 85 clock hours. 8.5 CEU'S.

VOC 1310 — RECORDS MANAGEMENT — Basic principles and practice that aim toward intelligent and efficient performance in managing and using records in the office. 51 clock hours. 5.1 CEU'S.



VOC 1710 — OFFICE APPLIANCES — Instruction and practice in the operation of office equipment including transcribing machines, electronic typewriters, magnetic card selectric typewriters, duplicator, and copying machine. 85 clock hours. 8.5 CEU'S.

VOC 1510 — OFFICE MACHINES — Instruction and practice in the operation of adding and calculating machines. Problem-solving activities, machine programming, and an extensive review of basic mathematics. 85 clock hours. 8.5 CEU'S.

VOC 1620 — BUSINESS COMMUNICATIONS — Study and practice in writing different types of business letters and reports with emphasis on correct spelling, grammar, punctuation, and clarity of communication. 85 clock hours. 8.5 CEU'S.

## CONTINUING EDUCATION ACADEMIC AND TECHNICAL EVENING CLASSES

Regular college courses are offered on campus and off campus in the evening at various locations in the college district including Carthage Forest, Louisville, Philadelphia, and Choctaw Central High School near Philadelphia. The same instructional standards are maintained and the same tuition and fees apply as stated in the catalog for campus day students. In addition, the following courses are offered only in the evening.

### BANKING AND FINANCE

BFT 1113 — PRINCIPLES OF BANKING OPERATIONS — Fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the profession in a broad (and operational) perspective. Descriptive orientation intentional. (3 hour lecture). Three semester hours credit.

BFT 1123 — MONEY AND BANKING — Practical aspects of money and banking and the basic monetary theory. Historical treatment minimum. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. (3 hour lecture). Three semester hours credit.

BFT 2113 — ANALYZING FINANCIAL STATEMENTS — Organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. Review of basic accounting principles for financial statement analysis. (3 hours lecture). Three semester hours credit.

Continuing education courses are offered in areas of skill development, skill upgrading, and personal interest where traditional courses do not meet the needs. Classes are organized on demand. When interest is expressed and it is determined that 15 or more people desire instruction, a class can usually be organized. Those completing such courses establish continuing education units (one CEU per ten clock hours of instruction). In addition to the establishment of CEU credit, the college grants individual certificates of completion for the courses.

Courses not already included in the catalog will be added in the form of addenda as they are developed.

### ART

ART 110 — BEGINNING PAINTING — A studio course designed for the beginner pertaining to the use and knowledge of various painting media as well as decorative crafts. 3 CEU's credit.

ART 210 — BEGINNING CERAMICS — A studio course designed for the beginner pertaining to the use and knowledge of various clays in hand building three dimensional art objects. An application of ceramic glaze and firing procedures will also be included. 3 CEU's credit.

## VOCATIONAL EVENING CLASSES

The Evening Division of the Vocational Department is established primarily for the purpose of supplementary training of people already employed. Those who are interested in improving their present skills, learning new skills, or learning a new trade should enter the evening program. A certificate is issued to a person upon successful completion of each of the following courses. Other courses will be established as the need arises, either on campus or in-plant training, both supplementary and preparatory. The courses will vary in length and carry Continuing Education Units. (One CEU per ten clock hours of instruction).

### BUSINESS AND OFFICE

FILEING — Three hours per evening, one evening per week for ten weeks. Instruction as well as actual practice in filing is given in the following areas: filing, system, coding, indexing, equipment, and materials. Three CEU.

TYPEING I — Three hours per evening, one evening per week for sixteen weeks. Instruction as well as actual practice in typing is given in the following areas: mechanisms and care of the typewriter, its operation, keyboard drills, and introduction to letter forms. Five CEU.

TYPEING II — Three hours per evening, one evening per week for sixteen weeks. Instruction as well as actual practice in typing is given in the following areas: advanced drills; letter forms, telegrams, and other business forms; and manuscript typewriting. Five CEU.

SHORTHAND I — Three hours per evening, one evening per week for



sixteen weeks. Instruction as well as practice in shorthand is given the theory and practice of Gregg Shorthand. The principles are applied by reading and writing shorthand with limited amounts of dictation and transcription from shorthand notes. Five CEU.

**SHORTHAND II** — Three hours per evening per week. A continuation of Shorthand I. Five CEU.

**OFFICE MACHINES** — Three hours per evening, one evening per week for sixteen weeks. Instruction and practice in the operation of the major types of adding and calculating machines; development of working knowledge of the ten-key and full keyboard adding machines, rotary calculators and other mechanical office devices. Five CEU.

**OFFICE APPLIANCES** — Three hours per evening, one evening per week for sixteen weeks. Instruction and practice in the operation of office appliances, including stencils and spirit duplicators, transcribing machines, electric typewriters, mimeoscopes, and copying machines. Five CEU.

**BOOKKEEPING I** — Three hours per evening, two evenings per week for sixteen weeks. Instruction and practice in bookkeeping is given in the following areas: the bookkeeping cycle, special journals and subsidiary ledgers, recording special transaction, adapting bookkeeping methods to business. Ten CEU.

**BOOKKEEPING II** — Three hours per evening, one evening per week for sixteen weeks. A continuation of Bookkeeping I. Five CEU.

### TRADE AND INDUSTRIAL

**ELECTRICITY I, II, III & IV** — Three hours per evening, two evenings per week for sixteen weeks. Instruction and practice in the electrical trade to include the following areas: use of electrical tools and instruments, basic electricity, residential and commercial wiring, motor testing and overhaul, controls and related science. Ten CEU.

**MACHINE SHOP I, II, III & IV** — Three hours per evening, two evenings per week for sixteen weeks. Instruction and practice in machine shop to include the following areas: precision measuring instruments, tools, materials, heat treating, bench work, drilling machines, milling machines, lathes and shaper, jig, boring and girding machines, and abrasive and cutting fluids. Ten CEU when offered on campus. If offered in industry, length of course is determined by the industry.

**REFRIGERATION, AIR-CONDITIONING & HEATING I, II, III & IV** — Three hours per evening, two evenings per week for sixteen weeks. Instruction and practice in the A-C and refrigeration trade to include the following areas: basic electricity, motors and controls, service tools, fundamentals of refrigeration, compression systems and construction.

refrigerants and controls, cabinets, materials, absorption, systems, automatic units, and commercial refrigeration and heating application. Ten CEU.

**WELDING I, II, III & IV** — Three hours per evening, two evenings per week for sixteen weeks. Instruction and practice in welding including arc and oxyacetylene welding and cutting in the following areas: welding beads, rods, machine setting, stick welding, wire welding, joints, weld positions, and related information. Ten CEU when offered on campus. If offered in industry, length of course is determined by industry.

### OTHER

**PAKE DECORATION** — Two hours per night, one night a week for 10 weeks. 2 CEU. Instruction in making icing, frosting, and making decorating cones, and equipment, and making the following designs: sweet pea, clown, basket, heart, wedding, bathing suit, skull, etc.

**COOKING IN FOOD SERVICE** — Three hours per evening, one evening per week for 8 weeks. 2.4 CEU. Instruction in management, development of skills, controls in budget, factors affecting the budget, labor cost, food cost, menus, recipes, ordering and purchasing, receiving, storing, portion control.

**AUTO MECHANICS (carburetor and electrical)** — Three hours per day for two days per week. 9.6 CEU. Instructions in fuel system, fuels, types of carburetors, types of fuel pumps, air cleaners and manifolds. Electrical system-magnetism and electricity, generators, ignitions, lighting, schematics and diagram reading and symbols.

**BLUEPRINT READING** — Three hours per night, one night a week for 16 weeks. 4.8 CEU. Instructions in fundamentals, lines, views, notes and specifications, dimensions, shapes, abbreviations and symbols, sections, details and assembly, precision instruments.

**EMERGENCY MEDICAL TECHNICIAN (EMT)** — Four hours per day for two days per week for 10½ weeks. 9 CEU. Instructions in the role and responsibilities of the technician, use of equipment, airway obstruction and pulmonary arrest, resuscitation, cardiac arrest, bleeding, shock, wounds, upper fracture, lower fracture, injuries, childbirth and problems related, moving patients, environmental emergencies, auto accidents, operation of emergency vehicles, maintenance, records and reports, hospital procedures, responding to ambulance calls, testing at various intervals, comprehensive practice.

**MECHANICAL MAINTENANCE** — Instructions in elements of mechanics, lubrication of drive components, bearings, pumps, piping systems, basic hydraulics, hydraulic trouble-shooting, tools, measurements,



- trouble-shooting skills, pneumatics, blueprints and schematics. Length of course to be determined by industry.
- PERSONNEL MANAGEMENT** — Instructions in the management system, personnel program, staffing the organization, employee personnel behavior management, labor relations, remuneration, security, and management of the future. Length of course to be determined by industry.
- SEWING MACHINE MECHANICS** — Instructions in machine maintenance, technology, stitches, threads, machine parts, tension, needle bar, pressure bar, disassembling, timing, needle guard, feeder adjustments and motor maintenance. Three hours per day, two days per week for 16 weeks. 9.6 CEU.
- SUPERVISORY TRAINING** — Instructions in history of company, the art of supervision, planning, organizing, directing and leadership, controlling, decision making, motivation, communication, team work, performance and role playing. Length of course determined by needs of industry.
- TAILORING** — Three hours per day for 1 day per week for 10 weeks. 3 CEU. Instructions in pattern and fabric selection; preparation in cutting alterations, markings and stitching; construction and pressing methods for interfacings and underlining; instructions in tailoring the jacket, coat, and skirt, and lining the garments.
- VOLUNTEER FIREMANSHIP** — Two and one-half hours per day for 4 days. 1 CEU. Instructions in fire triangle, travel, transfer of heat, exposure chemistry of petroleum, fire, use of equipment, operation of truck, breathing equipment, fire stream, forceable entry and coordination of attack.
- CROCHET** — Two hours per evening, one evening a week for 8 weeks. 1.5 CEU. Instructions are given in the basic stitches of crochet. Further instructions are given on how to select the design of item to be made and the correct color and size of thread to use.

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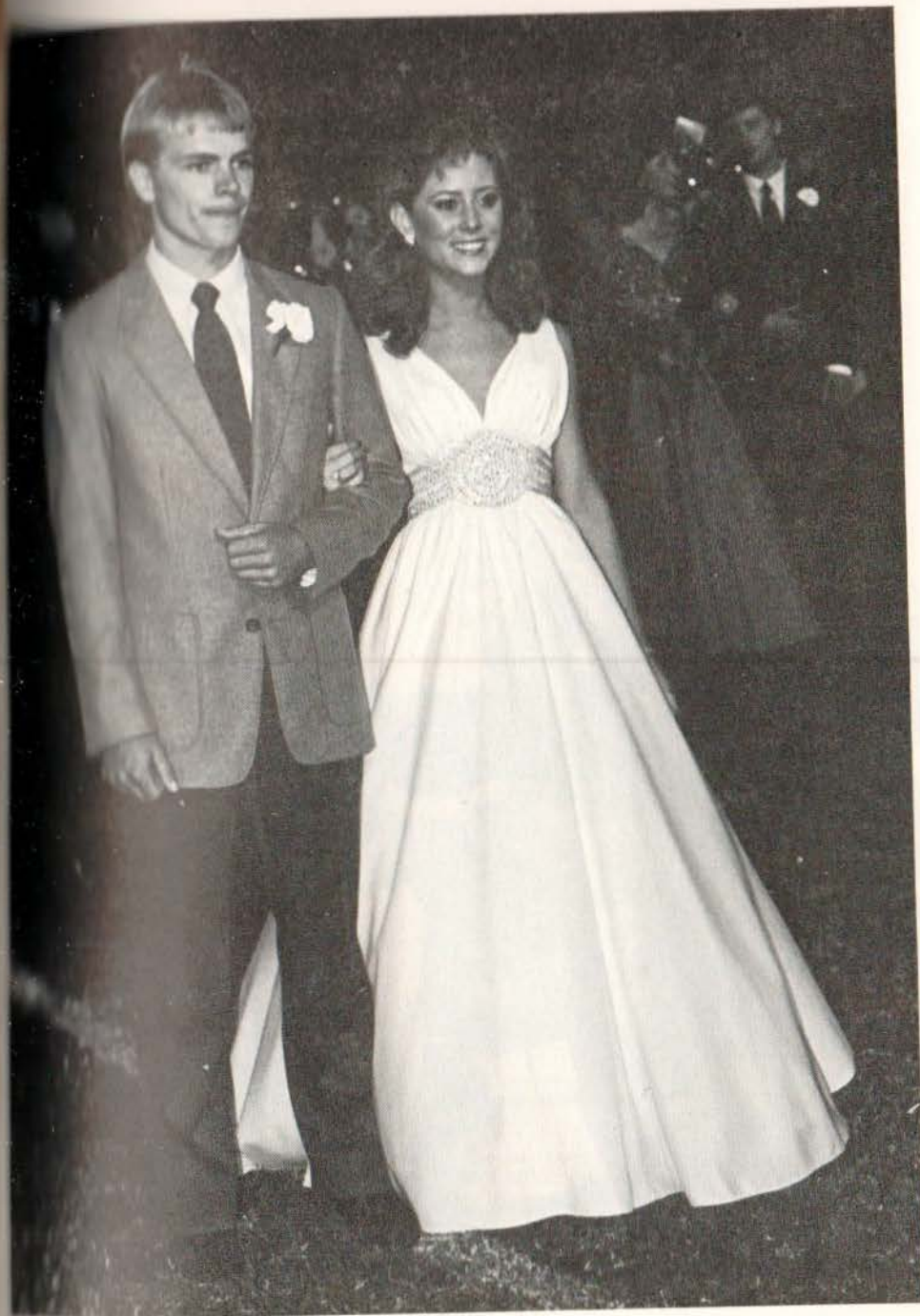


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Send this record to: Dean of Admissions, East Central Junior College,  
 Decatur, Mississippi before the beginning of the semester or summer term when you  
 enroll. You cannot register until this report is received.

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Date \_\_\_\_\_

Address: Street & No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Age \_\_\_\_\_ ☐ Freshman ☐ Sophomore

When do you plan to register at E.C.J.C.? (check one)  
☐ May 19 \_\_\_\_\_ ☐ Aug. 19 \_\_\_\_\_

Check below if you have had or now have any of the following ailments:

☐ Sore Throat  
☐ Cystitis  
☐ Epilepsy  
☐ Asthma  
☐ Tuberculosis

☐ Frequent Colds  
☐ Bronchitis  
☐ Chest Pains  
☐ Kidney Infection  
☐ Nervous Trouble

Do you bleed excessively after  
 surgery?  
☐ Yes ☐ No

List medications to which you are allergic:

List any medications you are now taking, and why?

List operations:

FAMILY PHYSICIAN:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Height: \_\_\_\_\_

Weight: \_\_\_\_\_

HEALTH: In general, what is the condition of your health?

I hereby authorize the campus nurse of East Central Junior College to administer  
 routine medications and treatments or to refer this student to physician at her discre-  
 tion

DATE: \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE OF PARENT OR GUARDIAN: \_\_\_\_\_

This completed form will be kept in the College Clinic. It is necessary that the  
 information given on this form be correct so that the College Nurse can consider it



# 1986

## JANUARY

S	M	T	W	T	F	S
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## JULY

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# 1987

## JANUARY

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## FEBRUARY

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## JANUARY

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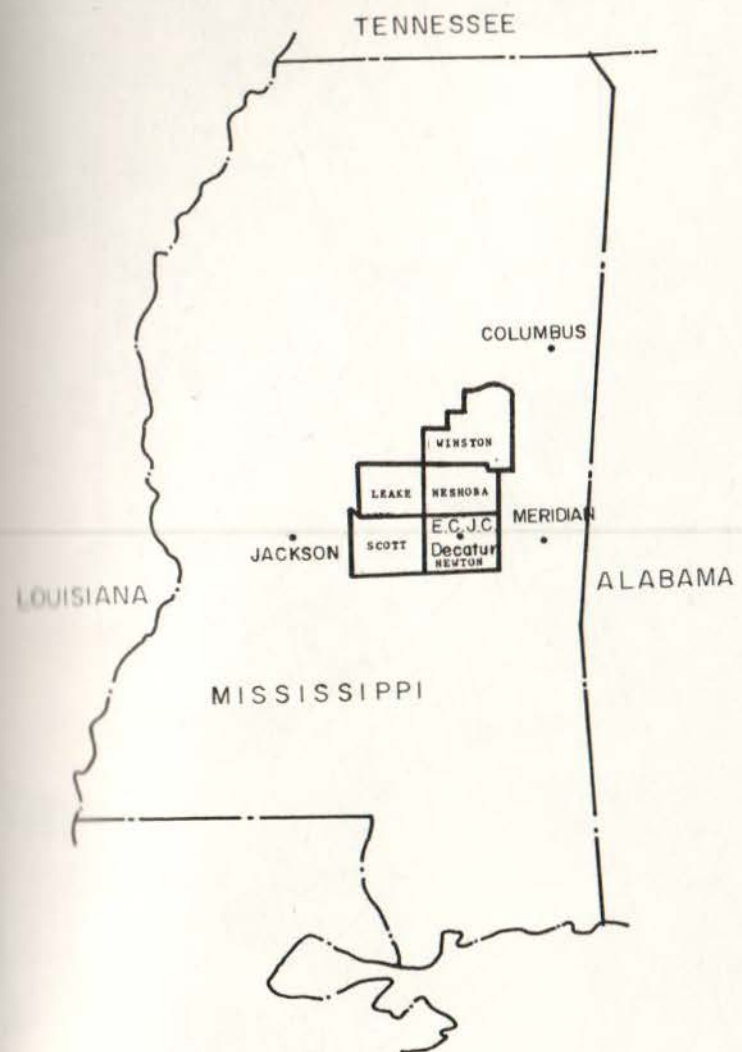
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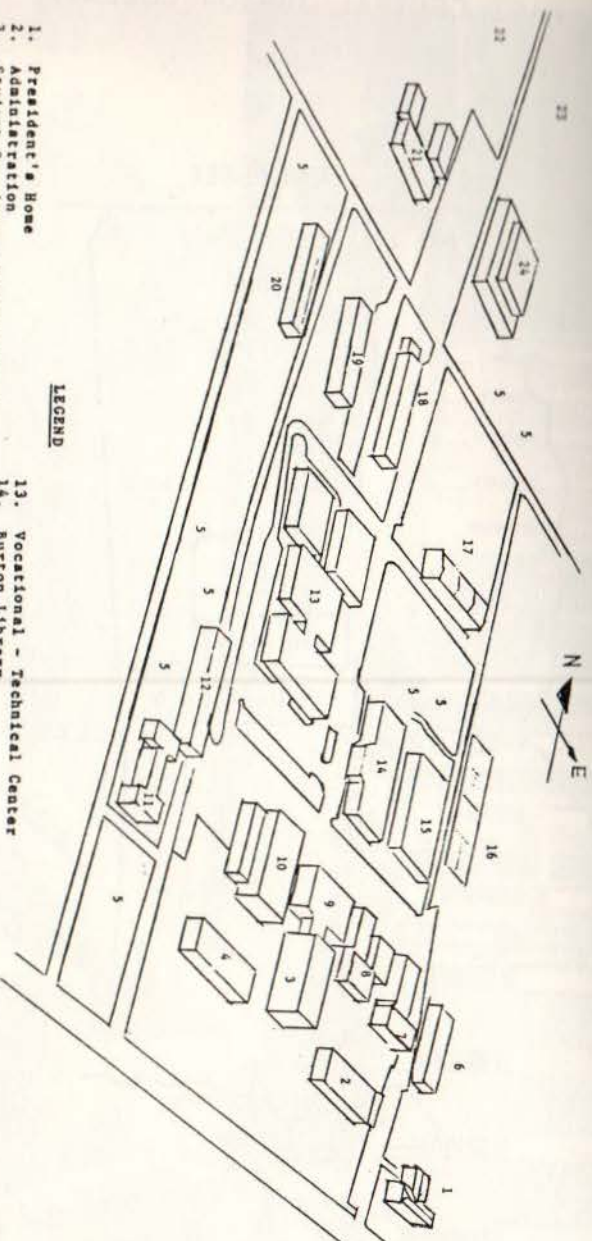




# EAST CENTRAL JUNIOR COLLEGE



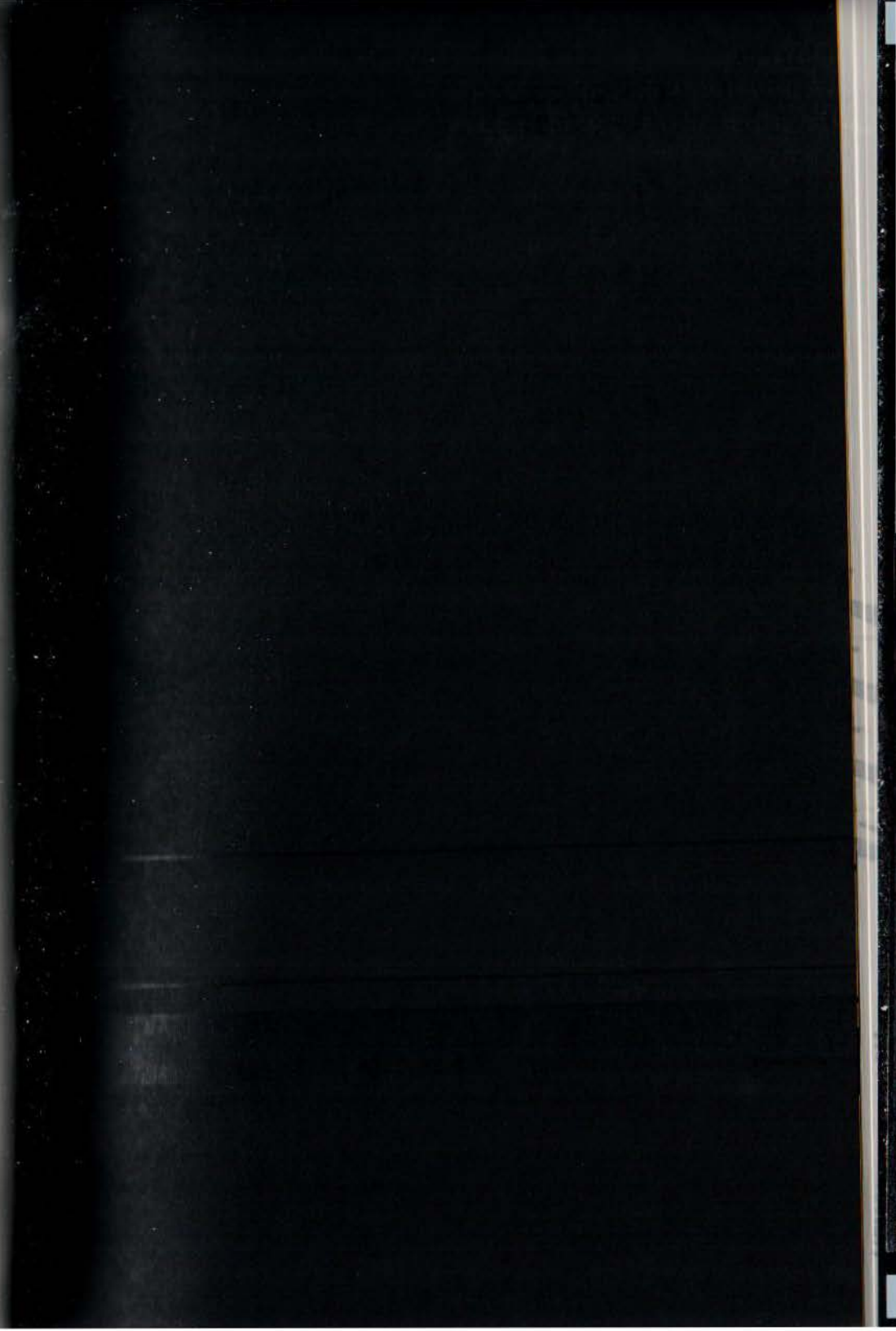




**LEGEND**

- |  |                                   |
|--|-----------------------------------|
| 1. President's Home                      | 13. Vocational - Technical Center |
| 2. Administration                        | 14. Burton Library                |
| 3. Student Services - Huff Auditorium    | 15. Fine Arts Center              |
| 4. Cross Science Hall                    | 16. Tennis Courts                 |
| 5. Faculty Houses                        | 17. Maintenance                   |
| 6. Newcomb Hall                          | 18. Scott Hall                    |
| 7. Jackson Hall                          | 19. Nesbitt Hall                  |
| 8. Mabry Cafeteria                       | 20. Leake Hall                    |
| 9. Newton Hall                           | 21. Vocational - Technical Annex  |
| 10. Sullivan Center - Student Activities | 22. Warrior Field (Football)      |
| 11. Todd Hall                            | 23. Baseball Field                |
| 12. Winston Hall                         | 24. Physical Education            |







BULLETIN  
EAST CENTRAL JUNIOR COLLEGE  
DECATUR, MISSISSIPPI 39327



1988-1990 CATALOG

EAST CENTRAL COMMUNITY COLLEGE

**ECC**  
WITH YOU IN MIND



COLLEGE  
PI 39327





# INFORMATION DIRECTORY

Mailing Address:

EAST CENTRAL COMMUNITY  
COLLEGE  
DECATUR, MISSISSIPPI  
39327

Telephone Switchboard: (601) 635-2111 (Daytime)

Administrative, President, extension 200.

Admissions, Director of Admissions, Records, and Research,  
extension 206.

Athletic Matters, Athletic Coordinator, extension 244.

Business and Industry Assistance, Industrial Coordinator, extension  
265.

Business Matters, Business Manager, extension 208.

Counseling, Academic - extension 231, Vocational-Technical, exten  
sion 214.

Dormitory Accommodations, Director of Housing, extension 213.

Evening Programs - Dean of Instruction, extension 202.

Graduation, Dean of Instruction, extension 202.

Instructional Matters, Dean of Instruction, extension 202.

Scholarships, Student Jobs, and Other Student Services, Dean of  
Students, extension 204.

Student Aid, Director of Financial Aid, extension 218.

Summer School, Dean of Instruction, extension 202.

Transcripts, Schedules and Bulletins, Director of Admissions, Records  
and Research, extension 206.

Telephone - Evenings and Holidays

Security Guard

(601) 635-2121

Athletic Department (if open)

635-2679

Jackson Hall Hostess (if open)

635-3237

Newsome Hall Hostess (if open)

635-2126

Physical Plant (if open)

635-3246

—BULLETIN—

## EAST CENTRAL COMMUNITY COLLEGE

Decatur, Mississippi

\*\*\*\*\*

### Accreditation

East Central Community College is accredited by the Commission on  
Colleges of the Southern Association of Colleges and Schools to award  
the Associate Degree.

\*\*\*\*\*

### Seventy-Fourth and Seventy- Fifth

#### Annual Sessions

1988-89

1989-90

\*\*\*\*\*

(The College reserves the right to change any policies announced herein  
when deemed necessary.)



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## NON-DISCRIMINATION

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The college is in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973.

# CHAPTER 1 ORGANIZATION BOARD OF TRUSTEES

### LEAKE COUNTY

Benjamin L. Johnson	Route 1, Box 175, Carthage, MS 39051
Leona Lane Williams	205 Allenwood Drive, Carthage, MS 39051
Paul Chancellor	Route 5, Box 127, Carthage, MS 39051
Ed Edd Kea, Leake Co. Supt. of Education	P.O. Drawer 478, Carthage, MS 39051
Ray K. Moore	Route 7, Box 246, Carthage, MS 39051
Paul Watkins	Route 2, Box 260, Lena, MS 39094

### NESHOBA COUNTY

E. Cliburn	Route 5, Box 341, Union, MS 39365
Williamson	517 Line Street, Philadelphia, MS 39350
E. Manning, Neshoba Co. Supt. of Education	Box 338, Philadelphia, MS 39350
Ray E. McDonald	Route 2, Box 295, Philadelphia, MS 39350
Walter Rigdon	Route 3, Box 91, Union, MS 39365
Ralph Henry	308 Northwood Drive, Philadelphia, MS 39350

### NEWTON COUNTY

Eugene Buntyn	Route 2, Box 332, Union, MS 39365
Don Howington	Route 2, Box 265, Little Rock, MS 39337
Don Bounds	Box 108, Lawrence, MS 39336
Don Pouncey, Newton Co. Supt. of Education	Decatur, MS 39327
J. F. Giles	P.O. Box 83, Decatur, MS 39327
John W. McMillan	Route 2, Box 159, Newton, MS 39345

### SCOTT COUNTY

Robert J. Miles	P.O. Box 24, Pulaski, MS 39152
Leon Tadlock, Scott Co. Supt. of Education	Forest, MS 39074
A. F. Hollingsworth	Route 1, Box 22, Lake, MS 39092
Mrs. Rebecca Faris	P.O. Box 56, Morton, MS 39117
Mrs. Joyce Harrison	Route 1, Box 53A, Forest, MS 39074
Mrs. Mattye Evans	Route 5, Box 241-B, Forest, MS 39074

### WINSTON COUNTY

Mrs. R.E. Clark	Route 5, Box 174, Louisville, MS 39339
Henry Nance	Route 4, Box 162, Louisville, MS 39339
Henry B. Hudspeth	306 Eastridge Drive, Louisville, MS 39339
Ray L. Roberts	Route 1, Box 60, Louisville, MS 39339
Leo Parker	Route 1, Box 226, Noxapater, MS 39346
Dr. Fred Perkins, Supt. of Louisville Public Schools	204 Brookwood, Louisville, MS 39339

\*Chairman



# BOARD OF SUPERVISORS

## LEAKE COUNTY

James M. Barnett, P.O. Box 54, Carthage, MS 39051 . . . . . Beat 1  
 Darrell Dickens, Route 2, Box 303, Carthage, MS 39051 . . . . . Beat 2  
 Ferr Smith, Route 4, Box 400, Carthage, MS 39051 . . . . . Beat 3  
 Billy Ray Young, Route 1, Box 349, Carthage, MS 39051 . . . . . Beat 4  
 Tommy Bryan, Route 2, Box 136A, Walnut Grove, MS 39189 . . . . . Beat 5

## NESHOBA COUNTY

A.J. Chaney, Route 7, Box 66, Philadelphia, MS 39350 . . . . . Beat 1  
 Wallace B. Cox, Route 3, Box 522, Philadelphia, MS 39350 . . . . . Beat 2  
 Dudley E. Warren, Route 1, Box 214, Philadelphia, MS 39350 . . . . . Beat 3  
 Dale Reynolds, P.O. Box 67, Philadelphia, MS 39350 . . . . . Beat 4  
 George Baxter, Route 6, Box 236, Philadelphia, MS 39350 . . . . . Beat 5

## NEWTON COUNTY

James Harris Addy, P.O. Box 127, Decatur, MS 39327 . . . . . Beat 1  
 Monroe Moore, Route 2, Box 67, Little Rock, MS 39337 . . . . . Beat 2  
 Max Sumrall, Route 2, Box 266, Union, MS 39365 . . . . . Beat 3  
 L.M. 'Bubba' Bonds, Route 1, Box 256, Lawrence, MS 39336 . . . . . Beat 4  
 Johnie 'Buddy' Weems, 100 S. Lane Street, Newton, MS 39345 . . . . . Beat 5

## SCOTT COUNTY

Monzell Stowers, Route 3, Box 118-4, Forest MS 39074 . . . . . Beat 1  
 Steve Lee, Route 2, Box 24, Lake, MS 39092 . . . . . Beat 2  
 Buford Palmer, Jr., Route 1, Box 219, Morton, MS 39117 . . . . . Beat 3  
 W.J. Measells, Jr., Route 3, Box 118, Morton, MS 39117 . . . . . Beat 4  
 Joe L. Riser, Route 1, Box 65, Forest, MS 39074 . . . . . Beat 5

## WINSTON COUNTY

M.O. Boydston, P.O. Box 207, Louisville, MS 39339 . . . . . Beat 1  
 Bob Goodin, Route 7, Box 237, Louisville, MS 39339 . . . . . Beat 2  
 B.G. Hull, P.O. Box 88, Louisville, MS 39339 . . . . . Beat 3  
 Larry Miller, Route 1, Box 295-B, Louisville, MS 39339 . . . . . Beat 4  
 Devon Thomas, Route 1, Box 305, Noxapater, MS 39346 . . . . . Beat 5

# ADMINISTRATION

EDDIE M. SMITH . . . . . PRESIDENT (1985)  
 A.A., East Central Junior College; B.S. and M.Ed., Mississippi State University; Ed.D., University of Southern Mississippi

BRAD TUCKER . . . . . DEAN OF INSTRUCTION (1951)  
 A.A., East Central Junior College; B.S., M.S., Mississippi State University; further work at University of Southern Mississippi and University of Texas; Ed.D, Mississippi State University

HARVEY TRAPP . . . . . BUSINESS MANAGER (1972)  
 A.A., East Central Junior College; B.S. and M.P.A., Mississippi State University

GENE DAVIS . . . . . DEAN OF STUDENTS (1985)  
 B.S., Ed.S., M.Ed. and M.Ed.S., Mississippi State University; further work at William Carey College

RAYMOND McMULLAN . . . . . DIRECTOR OF ADMISSIONS,  
 RECORDS, AND RESEARCH (1968)  
 A.A., East Central Junior College, B.S. and M.Ed. University of Southern Mississippi; further work at University of Southern Mississippi and Mississippi State University.

O.L. NEWELL . . . . . DIRECTOR OF VOCATIONAL-TECHNICAL  
 INSTRUCTION (1961)  
 A.A., Itawamba Junior College; B.S., M.S. and further work at Mississippi State University

CHESTER CLARK . . . . . ASSISTANT DIRECTOR OF VOCATIONAL-  
 TECHNICAL INSTRUCTION (1969)  
 A.A., East Central Junior College; B.S., Mississippi State University; M.Ed., Mississippi State University and further work at Mississippi State University and Mississippi College

ERLE "BUBBY" JOHNSTON II . . . . . DIRECTOR OF PUBLIC  
 INFORMATION (1987)  
 B.S. Mississippi State University.

HARRY CARTER . . . . . DIRECTOR OF PHILADELPHIA, NESHOBA  
 COUNTY VOCATIONAL-TECHNICAL CENTER (1983)  
 A.A., East Central Junior College; B.S., M.S., and further work at Mississippi State University



ANDREW J. KILPATRICK . . . . . ATHLETIC COORDINATOR (1983)  
B.S., University of Southern Mississippi; M.A., Mississippi College

CLINTON RUSSELL . . . . . DIRECTOR OF MAINTENANCE (1982)  
A.A., East Central Junior College

LAWRENCE TINGLE . . . . . DIRECTOR OF SPECIAL SERVICES (1982)  
B.S., Alcorn State University; M.Ed., Mississippi State University; further work at University of Kansas and Jackson State University

## PROFESSIONAL STAFF

SARA ADAMS . . . COUNSELOR, PHILADELPHIA-NESHOBA COUNTY  
VOCATIONAL-TECHNICAL CENTER (1983)  
B.A., University of Mississippi; M.A., University of Southern Mississippi;  
further work at Mississippi State University

JOHN ADCOCK . . . . . COUNSELOR, VOCATIONAL-TECHNICAL  
DIVISION (1974)  
B.S., University of Southern Mississippi; M.Ed., Delta State College;  
Ed.S., Mississippi State University

ALFRED BAILEY . . . . . DIRECTOR OF VOCATIONAL INDIVIDUALIZED  
DEVELOPMENTAL SYSTEM (1971)  
B.S., University of Southern Mississippi; M.Ed. Mississippi State University;  
further work at University of Tennessee, Memphis State University,  
Memphis Area Vocational School and Memphis Technical School

ANN BURKES . . . . . LIBRARIAN (1969)  
A.A., East Central Junior College; B.S., M.S. and Ed.S. University of  
Southern Mississippi; further work at Mississippi State University

BRENDA CARSON . . . . . DIRECTOR OF FINANCIAL AID (1983)  
A.A., East Central Junior College; B.S., M.Ed., Delta State University

CHESTER CLARK . . . . . ASSISTANT DIRECTOR OF VOCATIONAL  
TECHNICAL INSTRUCTION (1969)  
A.A., East Central Junior College; B.S., Mississippi State University;  
M.Ed., Mississippi State University and further work at Mississippi State  
University and Mississippi College.

JOE CLARK . . . . . DIRECTOR OF STUDENT HOUSING (1963)  
A.A., East Central Junior College; B.A., Livingston State College;  
M.Ed., Mississippi College; further work at Mississippi State University

JAMIE CLARK . . . . . BASEBALL COACH, ASSISTANT DIRECTOR  
OF ACTIVITIES (1987)  
B.S., M.Ed. Delta State University.

HAL FULTON . . . . . COMPUTER SCIENCE (1985)  
B.S., M.S., University of Mississippi

JAMES HANSFORD . . . . . INDUSTRIAL COORDINATOR (1979)  
A.A.S., East Central Junior College; B.S., M.Ed., Mississippi State University

GREGG JEFcoat . . . . . ACADEMIC COUNSELOR (1986)  
B.S.P.E., University of Mississippi; M.Ed., University of Mississippi; further  
work at Mississippi State University.

GLORIA JOHNSON . . . . . ASSISTANT LIBRARIAN (1978)  
B.S., Mississippi Valley State University; M.L.S., University of Mississippi;  
further work at Mississippi State University

JUNE VAUGHN . . . . . ACCOUNTANT (1985)  
B.S., Mississippi State University

GAIL WOOD . . . . . ASSISTANT LIBRARIAN (1975)  
A.A., Hinds Junior College; B.A., University of California, Santa Barbara;  
M.S. University of Southern Mississippi; further work at University  
of Southern Mississippi

## FACULTY

CARRIE ANN ALFORD . . . . . ENGLISH (1969)  
B.S., M.A., Mississippi State University; further work at Mississippi State  
University

J.C. ARBAN . . . . . MATHEMATICS (1985)  
B.S., University of Southern Mississippi; further work at University of  
Southern Mississippi



ALFRED BAILEY . . . . . VOCATIONAL INDIVIDUALIZATION  
DEVELOPMENTAL SYSTEM (1971)

B.S. University of Southern Mississippi; M.Ed., Mississippi State University; further work at University of Tennessee, Memphis State University, Memphis Area Vocational School and Memphis Technical School

LARRY BLACKBURN . . . . . CARPENTRY AND CABINET  
MAKING (1973)

A.A., East Central Junior College; B.S., University of Southern Mississippi; further work at University of Southern Mississippi

LILIA BRISENO . . . . . SPANISH (1983)

B.S., Motolinia College

ANN BURKES . . . . . LIBRARY SCIENCE (1969)

A.A., East Central Junior College; B.S., M.S. and Ed.S. University of Southern Mississippi; further work at Mississippi State University

BRENDA BYNUM . . . . . BUSINESS TECHNOLOGY (1983)

A.A., East Central Junior College; B.S., M.Ed., Mississippi State University; further work at Mississippi State University

THOMAS W. CARSON . . . . . MUSIC (1983)

A.A., East Central Junior College; B.M.E. and M.M.E., Delta State University

JOE V. CLARK . . . . . MATHEMATICS AND PHYSICAL EDUCATION (1963)

A.A., East Central Junior College; B.A., Livingston State College; M.Ed., Mississippi College; further work at Mississippi State University

WILLARD CLAY . . . . . WELDING (1969)

University of Southern Mississippi, Vocational Post Secondary Training; additional work in Welding Specifications from Industrial Educational Programs

JOEY CONN . . . . . ENGLISH (1986)

A.A., Itawamba Junior College; B.A., University of Mississippi; M.A., University of Mississippi

RONALD DAVIS . . . . . BIOLOGY (1987)

A.S., East Central Junior College; B.S., University of Southern Mississippi; M.E., Mississippi State University

ALFORD DEATON . . . . . PHYSICS (1968)

B.S., M.Ed., Mississippi State University; further work at Mississippi State University and University of Mississippi

KEITH DOSS . . . . . AUTOMOTIVE MECHANICS, PHILADELPHIA-  
NESHOPA CENTER (1983)

Certificates in Automotive Electrical and Motor Tune Up, Electronic Fuel Injection, Computer Command Control-Fundamentals, Computer Command Control-Advanced, Air Conditioning and Heating Systems, Professional Teaching Educational Course at Texas A & M University System, Advanced Inservice Instruction in Basic Skills in Teaching at Northeast Texas; Continuing Education at Mississippi State University; Member of Ford Motor Service Club and General Motors Inservice Training Club

LARRY DURAN . . . . . METAL TRADES, PHILADELPHIA-  
NESHOPA CENTER (1983)

A.A., East Central Junior College; B.S., Mississippi State University; further work at Mississippi State University; Eleven years experience operating machine shop equipment

RICHARD C. ETHRIDGE . . . . . SOCIAL SCIENCE (1961)

A.A. Clarke Memorial College; B.S., Mississippi College; further work University of Southern Mississippi; M.A., Ph.D., Mississippi State University

JESSIE M. EVERETT . . . . . BUSINESS TECHNOLOGY (1956)

A.A., East Central Junior College; B.S.C., M.S.C., University of Mississippi; further work at University of Mississippi, Georgia State College and Mississippi State University

RICHARD FISHER . . . . . CHEMISTRY (1977)

B.A., Cornell University; Ph.D., University of North Carolina at Chapel Hill

HAL FULTON . . . . . COMPUTER SCIENCE (1985)

B.S., M.S., University of Mississippi

RONALD S. GARDNER . . . . . DIESEL MECHANICS - JTPA (1987)

12 years experience in diesel and related mechanics

KATHERINE K. GEORGE . . . . . CHILD CARE SUPERVISION  
TECHNOLOGY (1986)

A.A., Hinds Junior College; B.S., University of Southern Mississippi; further work at University of Southern Mississippi, Mississippi College, Mississippi State University, and Millsaps College

LARRY GRESSETT . . . . . PSYCHOLOGY (1985)

A.A., East Central Junior College; B.S., M.Ed., Mississippi College



**SARA GRIFFIN** . . . . . COMPUTER TECHNOLOGY (1978)  
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University.

**SARAH GRIFFIN** . . . . . COSMETOLOGY (1980)  
Certificate, East Central Junior College, Cosmetology School; East Central Junior College, 750 hours-Teacher Training; Pre-Service Training at Mississippi State University; further work at Meridian Junior College Seminars as required by State Board of Cosmetology

**J. BRUCE GURAEDY** . . . . . ART (1978)  
B.A., M.Ed., University of Southern Mississippi; further work at Mississippi State University and Mississippi College

**SHELBY L. HARRIS** . . . . . MATHEMATICS (1963)  
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University; further work at Tulane University, Florida State University, Mississippi College and University of Tennessee; Ed.D., University of Southern Mississippi

**RICKY HARRISON** . . . . . DRAFTING AND DESIGN TECHNOLOGY (1983)  
A.A.S., East Central Junior College; further work at Mississippi State University and University of Southern Mississippi

**BETTYE ANN HERRINGTON** . . . . . EMPLOYMENT PREPARATION (JTPA) (1987)  
A.A., East Central Junior College; B.S., Mississippi College; further work at Jackson State University, Mississippi State University, and University of Southern Mississippi.

**HOWARD HERRINGTON** . . . . . CARPENTRY, PHILADELPHIA/ NESHOBA CENTER (1983)  
Continuing Education at Mississippi State University; sixteen years experience in carpentry and related fields of work

**CHARLES W. HINSON** . . . . . MUSIC (1983)  
A.A., Copiah-Lincoln Junior College; B.M.Ed., University of Southern Mississippi; M.M.Ed., Louisiana State University; further work at University of Southern Mississippi

**ROBERTA HOLT** . . . . . BUSINESS ADMINISTRATION AND ACCOUNTING (1981)  
B.S., M.S., Mississippi University for Women; further work at Mississippi State University

**BRENDA JOHNSON** . . . . . COMPUTER TECHNOLOGY (1983)  
A.A.S., East Central Junior College; further work at Mississippi State University

**GLORIA JOHNSON** . . . . . LIBRARY SCIENCE (1978)  
B.S., Mississippi Valley State University; M.L.S., University of Mississippi; further work at Mississippi State University and University of Southern Mississippi

**DOT KEEN** . . . . . COSMETOLOGY (1980)  
Certificate, East Central Junior College, Cosmetology School; East Central Junior College 750 hours - Teacher Training; Pre-Service Training at Mississippi State University; further work at Meridian Junior College and Mississippi State University; Seminars as required by State Board of Cosmetology

**WALLACE P. KEEN** . . . . . ELECTRONIC TECHNOLOGY (1983)  
B.S., University of Southern Mississippi; Officers Airborne Electronics Course, Keesler AFB, Academic Instructors Course, Air University; Guidance and Control of Missile Systems, Redstone Arsenal; Air Force Satellite Tracking and Control Western Development Labs; Apollo Guidance and Control System Marshal Space Flight Center; Computer Aided Manufacturing Systems, IBM: IBM Management Course; IBM Staff School; IBM Professional Development Course; Air Force Supervisors Course; further work at Mississippi State University

**FELIX U. KNIGHT** . . . . . ELECTRICITY, PHILADELPHIA/ NESHOBA CENTER (1986)  
Attended Oscar Rose Junior College; Cameron University; and Mississippi State University; graduate of Army Electricity and Electronics Schools, United Electronics Institute, and Instructional Manager Course

**LEESA LEE** . . . . . MUSIC (1985)  
B.S., M.Ed., Mississippi State University

**GEORGE T. LYNN** . . . . . ELECTRONIC TECHNOLOGY (1985)  
A.A., East Central Junior College; further work at Mississippi State University; Twenty six years experience as Electronics Technician, Avionics Management at branch and unit level, Avionics Engineering Staff, Command Level

**GEORGE PAUL McELHENNEY** . . . . . MASONRY TRADES (1976)  
Attended East Central Junior College in Carpentry and Masonry. Twenty years experience as bricklayer and foreman in brick, block and tile work of both residential and commercial building. Contractor of residential and commercial buildings in masonry trades



**JOHN McKEE** . . . . . MACHINE SHOP (1982)  
A.A., Jones County Junior College; B.S., University of Southern Mississippi; further work at the University of Southern Mississippi

**LOIS McMULLAN** . . . . . MATHEMATICS (1978)  
B.S., Mississippi College; M.Ed., University of Southern Mississippi; further work at University of Southern Mississippi and Mississippi State University

**JAMES D. McNAIR** . . . . . AUTOMOTIVE MECHANICS (1987)  
Automotive Service Excellence Certified in Seven Areas

**GEORGE L. MASON** . . . . . BIOLOGY (1988)  
B.S., Mississippi College; M.S., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University

**POLLY B. MAYES** . . . . . DRAFTING AND DESIGN (1987)  
A.A.S., East Central Junior College

**LESTER S. MILES** . . . . . REFRIGERATION AND AIR-CONDITIONING (1984)  
Certificates: Refrigeration and Air-Conditioning from Mississippi Delta Junior College; Carrier Corporation, Memphis, Tennessee; further work at Mississippi State University

**EDITH JOY MOORE** . . . . . INDUSTRIAL SEWING, PHILADELPHIA NESHOPA CENTER (1983)  
Trade and Industry Certificate, Mississippi State University; Continuing Education at Mississippi State University; Trade area workshops with the Division of Vocational Technical Education, State Department of Education

**SAMUEL PACE** . . . . . SOCIOLOGY (1985)  
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University

**ROBERT LEE PEARSON** . . . . . AUTOMOTIVE MECHANICS (1986)  
Certificate East Central Junior College, Certificates in ten areas with Ford Motor Company, factory dealer experience with Ford, General Motors and Chrysler Corporation

**BRUCE W. PETERSON** . . . . . SPEECH AND THEATRE (1967)  
B.A., Mississippi State University; M.A., University of Mississippi; further work at the University of Mississippi

**BRENDA G. PIERCE** . . . . . INTENSIVE BUSINESS, PHILADELPHIA NESHOPA CENTER (1986)  
A.A., East Central Junior College; B.A., University of Southern Mississippi; M.Ed., University of Southern Mississippi

**ELIZABETH PITTS** . . . . . BUSINESS TECHNOLOGY (1975)  
B.S., M.Ed., Mississippi College; further work at Mississippi State University

**ALICE POUNCEY** . . . . . PSYCHOLOGY AND HOME ECONOMICS (1969)

A.A., Jones County Junior College; B.S., University of Southern Mississippi; M.Ed., Livingston University; further work at University of Southern Mississippi and Mississippi State University

**GROVER SHOEMAKER** . . . . . AUTOMOTIVE BODY AND FENDER (1964)  
Certificate in Painting and in Mechanics East Central Junior College. Certificate, General Motors, Dupont Refinishing Training Center; further work at East Central Junior College, Mississippi State University and University of Southern Mississippi; chief E-Z Liner Technicians certificate

**JAMES R. STROO** . . . . . ECONOMICS (1987)  
B.S.B.A., University of Southern Mississippi; M.B.A., University of Southern Mississippi

**THOMAS E. THRASH** . . . . . SOCIAL SCIENCE (1962)  
A.A., East Central Junior College; B.S., M.S.S., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University

**TONY TRIPLETT** . . . . . VOCATIONAL INDIVIDUALIZED DEVELOPMENTAL SYSTEM (1984)  
B.S., Jackson State University; further work at Jackson State and Mississippi State University

**RICKIE A. VAUGHN** . . . . . ELECTRICITY (1980)  
Attended Northwest Mississippi Junior College; B.S., Mississippi State University; further work at Delta State University and Mississippi State University

**CAROL VICKERS** . . . . . ENGLISH (1983)  
A.A., East Central Junior College; B.A., M.S., University of Southern Mississippi; further work at Mississippi State University, University of Mississippi and University of Southern Mississippi



O.S. VICKERS . . . . . ENGLISH (1968)  
B.A., M.A., Ed.S., George Peabody College; further work at University of Southern Mississippi

GAIL D. WOOD . . . . . LIBRARY SCIENCE (1978)  
A.A., Hinds Junior College; B.A., University of California, Santa Barbara; M.S., University of Southern Mississippi; further work at University of Southern Mississippi

LUCILLE WOOD . . . . . PHYSICAL EDUCATION AND EDUCATION (1988)  
A.A., East Central Junior College; B.S., M.A., University of Southern Mississippi; further work at University of Mississippi, University of Southern Mississippi and Mississippi State University

## SECRETARIAL STAFF

LAURA BAGGETT . . . . . SECRETARY TO THE BUSINESS MANAGER (1980)  
GENEVA BARKER . . . . . SECRETARY TO THE DIRECTOR OF THE PHILADELPHIA/NESHOPA COUNTY CENTER (1986)  
LOU CLARK . . . . . SECRETARY TO DIRECTOR OF ADMISSIONS, RECORDS, AND RESEARCH (1978)  
BARBARA DEATON . . . . . SECRETARY TO FACULTY (1978)  
BECKY GALLASPY . . . . . SECRETARY TO THE ASSISTANT DIRECTOR OF VOCATIONAL TECHNICAL INSTRUCTION (1987)  
LINDA HANSFORD . . . . . SECRETARY TO THE DEAN OF STUDENTS (1980)  
SANDRA HOOKER . . . . . SECRETARY TO THE DEAN OF INSTRUCTION (1981)  
KIM JONES . . . . . SECRETARY TO THE BUSINESS MANAGER (1986)  
VERSIE KILPATRICK . . . . . SECRETARY TO DIRECTOR OF STUDENT SUPPORT SERVICES (1982)  
LINDA PIERCE . . . . . SECRETARY TO DIRECTOR OF ADMISSIONS, RECORDS, AND RESEARCH (1984)  
GLORIA RIGDON . . . . . SECRETARY TO FACULTY (1982)  
BONNIE SAVELL . . . . . SECRETARY TO DIRECTOR OF VOCATIONAL TECHNICAL INSTRUCTION (1986)  
LEE ANN SCOGGIN . . . . . SECRETARY TO THE PRESIDENT (1972)  
BURMA WEIDLER . . . . . ASSISTANT TO DIRECTOR OF FINANCIAL AID (1988)

## SUPPORT STAFF

LARRY ADDY . . . . . PAINTER (1973)  
MIKE ANDERSON . . . . . DIRECTOR OF ACTIVITIES (1975)  
MILDRED BUCKLEY . . . . . CUSTODIAN (1969)  
WESLEY CHANDLER . . . . . ELECTRICIAN (1987)  
MARY JANE CLEVELAND . . . . . CUSTODIAN (1984)  
ALTON FOREMAN . . . . . GROUNDS KEEPER (1981)  
WILLIE GALLASPY, JR. . . . . CUSTODIAN (1965)  
DON GANN . . . . . DIRECTOR OF B.S.U. (1986)  
CAROLYN HARALSON . . . . . WOMEN'S DORMITORY SUPERVISOR (1982)  
BERTHA HARRISON . . . . . CUSTODIAN (1969)  
BETTY HOLBROOK . . . . . WOMEN'S DOMITORY SUPERVISOR (1983)  
WILLIE KIDD . . . . . CUSTODIAN (1982)  
MARY MASSENGALE . . . . . COLLEGE NURSE (1969)  
BILLY McKNIGHT . . . . . CARPENTRY (1980)  
LINDA MERRELL . . . . . CUSTODIAN (1979)  
T. J. MILLER . . . . . CUSTODIAN, PHILADELPHIA-NESHOPA CENTER (1983)  
ALBERTA MOORE . . . . . CUSTODIAN (1986)  
BOBBY PATRICK . . . . . CAMPUS SECURITY GUARD (1977)  
WILLIE PATRICK . . . . . CUSTODIAN (1987)  
CLAUDE RAYFORD . . . . . GROUNDS KEEPER (1974)  
RUBY SHOEMAKER . . . . . BOOKSTORE CLERK (1975)  
GLORIA SPEARS . . . . . BOOKSTORE CLERK (1985)  
BERTIS THAMES . . . . . CUSTODIAN (1970)  
WINNIE THAMES . . . . . CUSTODIAN (1970)  
JIMMIE THERRELL . . . . . CAMPUS SECURITY GUARD (1987)  
WILLIE THOMPSON . . . . . CUSTODIAN (1987)  
HENRY WROTEN . . . . . CUSTODIAN (1976)



# COMMITTEES OF THE FACULTY

## ADMINISTRATIVE COUNCIL:

President, Dean of Instruction, Dean of Students, Business Manager, Director of Admissions, Records, and Research, Director of Vocational-Technical Instruction, Athletic Coordinator, Director of Public Information and Director of Maintenance

## APPEALS COMMITTEE FOR ABSENTEES:

Mr. Gene Davis, Mr. Raymond McMullan, Mrs. Alice Pouncey, Mr. Ovid Vickers, and SBA President.

## ACADEMIC PROBATION:

Director of Admissions, Records, and Research, Dean of Instruction and Dean of Students

## ADMISSIONS:

Director of Admissions, Records, and Research, Dean of Instruction and Dean of Students

## BUDGET TASK FORCE:

Mr. Harvey Trapp, Dr. Brad Tucker, Mr. Gene Davis, Mr. A.J. Kilpatrick, Mr. O.L. Newell, Mr. Clinton Russell, Mrs. Ann Burkes, Mr. Ovid Vickers, Dr. Richard Ethridge, Dr. Shelby Harris, and Mrs. Sara Griffin

## CURRICULUM:

Dean of Instruction, Director of Admissions, Records, and Research, Academic Counselor, Division Chairpersons and students (SBA Representatives)

## DISCIPLINE:

Mr. John Adcock, Mrs. Ann Burkes, Mr. Gregg Jefcoat, SBA President, and Dr. Richard Ethridge, Chairman

## FINANCIAL AID APPEALS:

Dean of Students, Academic Counselor, Director of Financial Aid, Vocational Counselor, Director of Admissions, Records, and Research

## INTERCOLLEGIATE ATHLETICS:

Athletic Coordinator, Women's Basketball Coach, Men's Basketball Coach, Baseball Coach and Tennis and Golf Coach

## INTRAMURALS:

Mr. Mike Anderson, Coach Joe Clark, Coach A.J. Kilpatrick and Miss Lucille Wood

## LIBRARY:

Mr. Ovid Vickers, Mrs. Lois McMullan, Mrs. Ann Burkes, Mr. Tommy Ivash, Mr. Chester Clark and student (SBA Representative)

## PUBLIC RELATIONS TASK FORCE:

Dr. Eddie Smith, Dr. Brad Tucker, Mr. Ovid Vickers, Mr. Harvey Trapp, Mrs. Jessie Everett, Mr. Larry Blackburn, Mr. Jim Hansford, Mr. Bruce Guraedy, Mrs. Alice Pouncey, Mr. Larry Gressett, and Mr. Bubby Johnston, Chairman

## RECRUITMENT TASK FORCE:

Mr. John Adcock, Mrs. Ann Burkes, Mrs. Brenda Bynum, Mrs. Brenda Carson, Mr. Tom Carson, Dr. Shelby Harris, Mr. Gregg Jefcoat, Mr. Sammy Pace, and Mr. Gene Davis, Chairman, ex officio members, Dr. Eddie Smith and Dr. Brad Tucker

## SCHOLARSHIP:

Mr. Gene Davis, Mr. Harvey Trapp, Mrs. Jessie Everett, Dr. Shelby Harris and Mrs. Brenda Carson

## SPECIAL SERVICES ADVISORY:

Mr. Joe Clark, Mr. Alford Deaton, Mrs. Alice Pouncey, Mrs. Lawrence Tingle, and Mrs. Carol Vickers, Chairman

## STAFF DEVELOPMENT:

Mrs. Ann Burkes, Mr. Ronald Davis, Mr. Ricky Harrison, and Miss Lucille Wood, Chairperson

## TEXTBOOK:

Dean of Instruction, Business Manager, and Division Chairpersons







# GENERAL CALENDAR

## 1988 SUMMER SESSION

### First Semester

June 6, Monday . . . . . Registration  
 June 7, Tuesday . . . . . Classes begin  
 June 10, Friday . . . . . Last day to register for first term  
 July 1, Friday . . . . . Last day to drop a course with a W  
 July 4, Monday . . . . . Independence Day Holiday  
 July 8, Friday . . . . . First term ends

### Second Semester

July 11, Monday . . . . . Registration  
 July 12, Tuesday . . . . . Classes begin  
 July 15, Friday . . . . . Last day to register for second term  
 August 5, Friday . . . . . Last day to drop a course with a W  
 August 12, Friday . . . . . Second term ends  
 Summer Commencement at 8:00 p.m.

## 1988-89 REGULAR SESSION

### First Semester

August 5, Friday . . . . . Application for admission should be  
 filed by this date  
 August 12, Friday . . . . . Begin football practice  
 August 17, 18, 19, Wednesday-Friday . . Faculty meeting and workshop  
 August 21, Sunday . . . . . Dormitories open at 2:00 p.m.  
 August 22, 23, 24, Monday, Tuesday, Wednesday  
 . . . . . Freshman orientation, registration  
 August 25, Thursday . . . . . Begin classes, late registration fee  
 charged beginning at 8:00 a.m.  
 September 2, Friday . . . . . Last day to register or change classes  
 September 5, Monday . . . . . Labor Day Holiday  
 September 30, Friday . . . . . Last day to remove I's of previous semester  
 October 19, Wednesday . . . . . Mid-term grades due in records office at  
 8:00 a.m.  
 November 23, Wednesday . . . . . Thanksgiving Holidays begin at  
 12:30 p.m.  
 November 28, Monday . . . . . Thanksgiving Holidays end at 8:00 a.m.

December 5, Monday . . . . . Last day to drop a course with a W  
 December 12, Monday . . . . . Last day of regular class schedule  
 December 13, 14, 15, 16 . . . . . Final examinations  
 December 16, Friday . . . . . Christmas Holidays begin for students  
 at 12:30 p.m. Dormitories close at 2:00 p.m. Final semester  
 grades due in the Office of Admissions, Records, and Research  
 by 3:00 p.m.

### Second Semester

January 8, Sunday . . . . . Dormitories open at 2:00 p.m.  
 January 9, 10, Monday, Tuesday . . . . . Orientation and registration  
 January 11, Wednesday . . . . . Classes begin, late registration fee  
 charged beginning at 8:00 a.m.  
 January 20, Friday . . . . . Last day to register or change classes  
 February 17, Friday . . . . . Last day to remove I's of previous semester  
 March 8, Wednesday . . . . . Mid-term grades due in records office at  
 8:00 a.m.  
 March 10, Friday . . . . . Spring Holidays begin at 3:15 p.m.  
 Dormitories close at 4:00 p.m.  
 March 20, Monday . . . . . Spring Holidays end at 8:00 a.m.  
 March 24, Friday . . . . . Easter Holiday  
 April 27, Thursday . . . . . Last day to drop a course with a W  
 May 4, Thursday . . . . . Last day of regular classes  
 May 5, 8, 9, 10, 11 . . . . . Final examinations  
 May 12, Friday . . . . . Spring Commencement at 8:00 p.m.

## 1989 SUMMER SESSION

### First Semester

June 5, Monday . . . . . Registration  
 June 6, Tuesday . . . . . Classes begin  
 June 9, Friday . . . . . Last day to register for first term  
 June 30, Friday . . . . . Last day to drop a course with a W  
 July 4, Tuesday . . . . . Independence Day Holiday  
 July 7, Friday . . . . . First term ends

### Second Semester

July 10, Monday . . . . . Registration  
 July 11, Tuesday . . . . . Classes begin  
 July 14, Friday . . . . . Last day to register for second term  
 August 4, Friday . . . . . Last day to drop a course with a W  
 August 11, Friday . . . . . Second term ends  
 August 11, Friday . . . . . Summer commencement at 8:00 p.m.



## 1989-90 REGULAR SESSION

## First Semester

August 7, Monday . . . . . Application for admission should be on file by this date

August 11, Friday . . . . . Begin football practice

August 17, 18, Thursday, Friday . . . . . Faculty meeting and workshop

August 20, Sunday . . . . . Dormitories open at 2:00 p.m.

August 21, 22, 23, Monday, Tuesday, Wednesday . . . . . Freshman orientation, completion of registration

August 24, Thursday . . . . . Classes begin, late registration fee charged beginning at 8:00 a.m.

September 1, Friday . . . . . Last day to register or change classes

September 4, Monday . . . . . Labor Day Holiday

September 29, Friday . . . . . Last day to remove I's of previous semester

October 18, Wednesday . . . . . Mid-term grades due in records office at 8:00 a.m.

November 22, Wednesday . . . . . Thanksgiving Holidays begin at 12:00 p.m.

November 27, Monday . . . . . Thanksgiving Holidays end at 8:00 a.m.

December 4, Monday . . . . . Last day to drop a course with a W

December 11, Monday . . . . . Last day of regular classes

December 12, 13, 14, 15 . . . . . Final examinations

December 15, Friday . . . . . Final examinations end at 12:30 p.m. and Christmas Holidays begin for students. Dormitories close at 2:00 p.m. Final semester grades are due in Office of Admissions, Records, and Research by 3:00 p.m.

## Second Semester

January 7, Sunday . . . . . Dormitories open at 2:00 p.m.

January 8, 9, Monday and Tuesday . . . . . Registration

January 10, Wednesday . . . . . Classes begin. Late registration fee charged beginning at 8:00 a.m.

January 19, Friday . . . . . Last day to register or change classes

February 16, Friday . . . . . Last day to remove I's of previous semester

March 9, Friday . . . . . Spring Holidays begin at 3:15  
Dormitories close at 4:00 p.m.

March 19, Monday . . . . . Classes resume at 8:00 a.m.

April 13, Friday . . . . . Easter Holiday

April 26, Thursday . . . . . Last day to drop a course with a W

May 3, Thursday . . . . . Last day of regular classes

May 4, 7, 8, 9, 10 . . . . . Final examinations

May 11, Friday . . . . . Spring Commencement at 8:00 p.m.





## CHAPTER 2

GENERAL  
INFORMATION

## PURPOSE OF THE COLLEGE

East Central Community College seeks to fulfill the educational needs of its students from the five-county district which it serves. In a continuing effort to meet these needs, the college, through its board of trustees, administration, and faculty, conceives its purpose to be to provide instruction and service. To achieve its instructional goals, the college is committed to offer opportunities for mental, physical, and emotional development. As a service agency, the college provides programs of instruction which incorporate knowledge and skills applicable to life in a complex society.

To successfully fulfill its purpose, East Central Community College provides, at minimum cost, a variety of programs which include senior college or university parallel, technical, vocational, adult, and remedial education. The college further subscribes to and provides for self-improvement, continuing education, and community services.

Through curricular and extracurricular activities, the college provides experiences which lead to the development of the total individual. These experiences include guidance, participation, and leadership in campus activities, student clubs, and organizations.

## INSTITUTIONAL GOALS

1. To provide effective instructional programs for the first two years of university-parallel curricula to prepare students for successful transfer to senior institutions.

2. To provide vocational and technical programs designed to prepare students for immediate employment.
3. To provide a developmental program of instruction to raise basic skills levels of students whose academic foundation requires strengthening.
4. To provide enriched educational experiences for academically talented students.
5. To provide guidance, counseling, and other student services to aid students in the attainment of personal, educational and occupational goals.
6. To provide specialized industrial training programs which will develop a productive work force for new and expanding district businesses and industries.
7. To provide administrative services to support the faculty in its commitment to offer a high quality, innovative educational program for students.
8. To offer community services and continuing education programs to meet the educational and personal needs of both youth and adults and to cooperate with high schools and service agencies in providing community education programs.
9. To serve as a cultural and recreational center for the service area by offering a broad range of programs to enrich the community and to enhance creative expression in music, dance, theater arts, visual arts, sports, and recreation.

## HISTORY OF THE COLLEGE

In 1928 the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College opened its doors to a freshman class of twenty students for the first regular session in September of 1928. The college occupied buildings that were a part of the Newton County Agricultural High School, which had been organized in 1914. The Agricultural High School was located on property belonging to the Decatur Municipal School District, which had been created in 1912. The upper high school grades which comprised the Newton County Agricultural High School were a part of the college until 1958 when they joined the Decatur Attendance Center.

In March of 1939, East Central Junior College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. It has been reaffirmed each decade since. The college holds membership in the Mississippi Association of Colleges, the Mississippi Association of Community and Junior Colleges and the American Association of Community and Junior Colleges.



In the beginning there was only one curriculum—Liberal Arts. A look at the program of studies will show that the college now offers fully two programs of study, including nine vocational trades options and several technical degree and certificate options. These expanded course offerings are much more comprehensive than the original Liberal Arts curriculum composed of English, History, Spanish, Chemistry, and Mathematics.

Different major buildings worth approximately \$9,000,000 have been added to the original three buildings. The additions include a library, women's dormitory, dining hall, and buildings designed specifically for science, vocational-technical courses, fine arts and physical education.

Originally the institution was supported by three counties — Newton, Neshoba and Scott. Later they were joined by Leake and Winston. To supplement the original plant, Newton County provided \$90,000 in 1930. In 1933-37 \$110,000 was spent on the plant, and Newton County provided \$44,000 of this amount. Over five million dollars provided by the State and five supporting counties has been spent on the plant since 1946-47.

From the two members of the original faculty of East Central Community College — Mrs. W.W. Newsome and Mr. Robert Marshall — the number of administrators, faculty, and professional staff employed by the college has increased to 80 for the current year. Since its founding six presidents have served the institution.

## SCHOOL PLANT AND EQUIPMENT

Through the cooperative efforts of the district and the state legislature, the school has experienced a phenomenal growth in buildings and facilities during the past several years. The school plant consists of approximately 150 acres with buildings and facilities now valued at over nine million dollars. There are seventeen main brick buildings. All residence halls, classrooms and offices are air conditioned.

In addition to facilities sufficient to sustain the general education program, laboratories are provided for art, engineering drawing, audio visual education, applied music, dramatics, reading, athletic and recreation activities, and scientific and vocational education.

### ADMINISTRATION BUILDING

Occupied at the beginning of the 1978-79 school year, the administration building houses the offices of the president, dean of instruc-

tion, business manager, public relations director, computer analyst, and the Board of Trustee's room. Proper vault facilities for the business office and adequate storage for all offices are provided in the building. This facility was provided by renovating the 7,995 square-foot former library which had been outgrown. It was constructed in 1962. It is modern, spacious, and comfortable and is located on the front campus adjacent to the student services building.

### HUFF AUDITORIUM AND STUDENT SERVICES BUILDING

This structure has a seating capacity of one thousand. The building has excellent acoustics and modern equipment and is conveniently located. The college holds its graduation, assemblies, and dramatic productions here. The student services offices are located on the ground floor.

### BURTON LIBRARY

Occupied during the 1976-77 school year, this building is located near the center of the campus and contains a large reading area, a conference room, a spacious lobby, librarians' offices, a workroom, a faculty reading room, nine study rooms, and a room for special collections. Total seating capacity, mostly at individual and grouped carrels is 250; and shelving is provided for 50,000 volumes. Provision is also made for housing non-book materials. Closed circuit, public, or commercial television viewing is available in any area of the building. Other media include slides, filmstrips, audio tapes, film loops, and micro texts.

### SULLIVAN CENTER

It is the college student center building and houses the grill, bookstore, and post office. The second floor contains the offices of the Military Science instructors, the Wesley Foundation, and the Clinic with an office for the nurse, and an assembly room. This building was completely remodeled in 1963.

### MABRY DINING HALL

Remodeled in 1979, it is a modern building containing four dining rooms. The main dining room has a seating capacity of 300. Other dining rooms are the Gold Room, which seats 120; the Gordon Room, which seats 50, and the Magnolia Room, which seats 20.

### THE STUDENT ACTIVITY CENTER

The office of the Director of Student Activities is located in this building along with many student special activity facilities.



## CROSS HALL

It is a modern science building. The classroom and laboratories for the biological, chemical, and physical sciences are located here.

## NEWSOME HALL

Completed in 1957, the sophomore women's dormitory is equipped with modern furniture and appliances and accommodates fifty to sixty women and the dormitory supervisor.

## JACKSON HALL

The freshman women's dormitory was remodeled in 1963 and again in 1978. It houses 125 women and contains the office and apartment of the dormitory supervisor.

## NESHOBA COUNTY HALL

This is a new, two-story dormitory for men. This building was constructed in 1971 and is modern in every way. It consists of thirty-one rooms and houses sixty-two students.

## SCOTT COUNTY HALL

This is a new, two-story dormitory for men. This building was constructed in 1972 and is modern in every way. It consists of thirty-one rooms and houses sixty-two students.

## TODD HALL

This is a dormitory for men. It was completed in 1957 and is a modern well-equipped building arranged in suites rather than having the conventional halls found in most men's dormitories. Seventy-two men are housed in this dormitory.

## WINSTON COUNTY HALL

This building is now being used for maintenance storage and masonry trades.

## THE VOCATIONAL-TECHNICAL ANNEX BUILDING

It was completed in 1969 and is located north of the vocational-technical building, adjacent to the college farm. This building includes classrooms and laboratories for vocational programs.

## THE VOCATIONAL-TECHNICAL BUILDING

It contains over 58,000 square feet of floor space and was built at a cost of \$680,000. It was opened in 1969 and houses business technology, computer technology, electronic technology, drafting technology, and programs in machine shop, welding, air-conditioning and refrigeration, electricity, automotive mechanics, and body and fender repair.

## THE FINE ARTS BUILDING

Completed in 1969, it contains a 212 seat auditorium, a choral room, a band room, a music library, a listening room, classrooms for the teaching of music and art, and art studios.

## PHYSICAL EDUCATION

This modern building was constructed in 1970 and is located near the football stadium. It contains facilities for the teaching of health and physical education and varsity basketball. This building includes offices for the Physical Education personnel and coaches and dressing rooms for men and women.

## NEWTON HALL

This is a new, two-story classroom building which was constructed in 1975. It houses the Home Economics, English, Mathematics, Social Science, History, Journalism, Education, and Psychology departments. Also, thirteen faculty offices are located in this building along with several supporting facilities.

# OTHER BUILDINGS

## THE PRESIDENTS HOME

This is located on the main street of the Town of Decatur at the southeast corner of the campus. This spacious modern home was constructed in 1961.

## LEAKE HALL

It was originally constructed for married students. Today it is occupied by both faculty and married students. It is a two-story building containing sixteen apartments.

## FACULTY HOUSES

These are located at various sites on the college property. There are eleven of these houses.



## ATHLETIC FIELDS

### THE FOOTBALL STADIUM

Warrior Field was relocated in 1967 and is now equipped with the most modern high intensity lighting and an enlarged seating capacity.

### INTRAMURAL FIELD

This playing field is located north of the baseball field. It contains an area for intramural sports.

### THE BASEBALL FIELD

It is situated near the football stadium and is well located, being adjacent to ample parking facilities and the Physical Education Building.

### TENNIS COURTS

They are located north of Newsome Hall. This playing area contains four modern tennis courts.

## STUDENT ORGANIZATIONS

Student organizations include:

President's Council

Student Body Association

Honor Society — Phi Theta Kappa

Publications — TOM-TOM (newspaper), WO-HE-LO (annual)

Religious Organizations — Baptist Student Union, Wesley Foundation, Fellowship of Christian Athletes, West-minister Fellowship, Newman Club and Church of God organization.

Special Interest Organizations — Athletics, Band, Choir, Intramural Sports, E.C.J.C. Players, Delta Psi Omega, Chess Club, Fashion Squad, Cheerleaders, Dorm Councils, Warrior Corps, Collegians, and Election Committee.

Curricular Clubs — Agriculture Club, Engineering Club, Student Education Association, Home Economics Club, Medical Service Club, Music Club, VICA, Phi Beta Lambda, and Math Club.

For detailed information about each organization listed above, see the Student Handbook.





## CHAPTER 3

# FINANCIAL INFORMATION

## Expenses for Regular Session

FIRST SEMESTER	Dormitory Student	Day Student
Matriculation Fee	\$ 325.00	\$ 325.00
Registration Fee (Non-refundable)	\$ 50.00	\$ 50.00
Room Fee	\$ 260.00	
Board (5 day meal ticket)	\$ 465.00	
Total First Semester	\$1100.00	\$ 375.00
SECOND SEMESTER		
Matriculation Fee	\$ 325.00	\$ 325.00
Registration Fee (Non-refundable)	\$ 50.00	\$ 50.00
Room Fee	\$ 260.00	
Board (5 day meal ticket)	\$ 465.00	
Total Second Semester	\$1100.00	\$ 375.00
Total for Year	\$2200.00	\$ 750.00

Each dormitory student is required to purchase a meal ticket. Students who prefer the Deferred Payment Plan may pay their board in the following way:

### FIRST SEMESTER

1. \$155.00 - upon entrance
2. \$155.00 - on September 28, 1988
3. \$155.00 - on November 9, 1988

### SECOND SEMESTER

1. \$155.00 - upon entrance
2. \$155.00 - on February 15, 1989
3. \$155.00 - on April 15, 1989

The 1989-90 academic fee dates will be released in an addendum. Cosmetology students see "11" under General Information

## GENERAL INFORMATION

1. There is no special charge for laboratory, music, or business courses for full-time students.
2. Fees are an additional \$200.00 per semester for out-of-state students.
3. If the deferred payment plan is used and these payments are not met, there will be an additional charge of \$5.00 added to the account.
4. All fees are payable in advance on the date due as indicated in the "Board Calendar."
5. All students who fail to clear their accounts with the college seven (7) school days prior to the starting date for examinations each semester will be dropped from school. A written notice will be mailed to the student when this action is taken.
6. For registration on dates other than those listed on the college calendar, there will be an additional charge of \$15.00 added to the account.
7. All students who expect to register for fall semester as scheduled should complete admission requirements by August 1. Students who have not registered as scheduled in the bulletin will be assessed a late registration fee.
8. Part-time students will pay fees at the rate of \$32.00 per semester hour at the time they register not to exceed \$375.00.
9. Adults who are 65 years of age or older may attend East Central Community College with matriculation fees waived.
10. East Central Community College reserves the right to change any charges published if it should become necessary.
11. Cost for the 12 months Cosmetology Program is \$1294.00 which includes books and cosmetology kit. A first time student has a first time charge of \$160.00 for special supplies. Students applying for cosmetology must make an advanced partial tuition payment of \$50.00 in order to get on the admission list. (Non-refundable). Charges may be made the following way:  
 Fall Semester.....\$375.00  
 Spring Semester.....\$375.00  
 Summer Semester.....\$384.00  
 Room and Board are same as listed on opposite page.
12. Transportation fee (per semester/bus students only). \$100.00



## TRY COLLEGE FREE

East Central Community College announces a new policy to encourage adults who have not attended college previously to try college free. Beginning with the Summer Session 1987, any adult in the 11th county district who has not previously enrolled in college and who otherwise meets entrance requirements may take the first college credit course free at any location in the district.

For purposes of this policy, an adult is anyone over 21 years of age who has graduated from high school or who has passed the GED test and has been out of high school for more than one year. The \$96 tuition will be waived for the first course only.

Those interested should contact the Admissions, Records and Research Office at East Central Community College or attend registration as announced at the location where they plan to enroll.

## REFUND POLICY

Students who withdraw from college or drop to part-time status are refunded tuition and fees according to the full-time status on the following schedule:

First Calendar Week	80% of Amount Paid
Next Four Calendar Weeks	50% of Amount Paid
After Fifth Calendar Week	No Refund

Tuition refunds for part-time students will not be granted after the first class meeting.

Students who drop full-time status will be reassessed fees at the part-time rate through the eighth week of each semester and will be required to withdraw from the dormitory.

Meal ticket refunds are pro-rated on the number of full weeks remaining in the semester. There are no refunds for dormitory room rent.

Refunds are made only when a student has officially withdrawn or officially dropped to part-time status.

The refund policy of East Central Community College with reference to Veterans, Veterans' widows or War Orphans enrolled under Chapter 34 or 35 is on a pro-rata basis for the number of weeks remaining in the semester. The proper withdrawal procedure must be followed and the refund must be requested.

## SUMMER SCHOOL EXPENSES

Expenses for the summer are different from those during the regular session. They are announced in a special bulletin, a copy of which may be obtained on request from the Director of Admissions, Records, and Research of the college.

## THE COLLEGE BOOKSTORE

The bookstore on the campus is operated as a convenience to students and instructors in securing books when needed.

Secondhand books, in good condition, are purchased from students at a fair price provided such books will be used again as textbooks. This exchange of textbooks reduces the total cost of books for each student.

## HOUSING AND BOARDING POLICIES

The college operates a cafeteria, five residence halls, and an apartment building. All residence halls are air conditioned.

The apartments are small and only large enough to accommodate one family. Two families will not be allowed to live in the same quarters. In case of a close single relative who is in school, the student may be allowed to reside in the apartment with the family, but there will be an additional charge for utilities. The rent is \$100.00 per month. Students interested in these accommodations should contact the Business Manager.

The college provides residence halls for campus living. Students are encouraged to live in the resident hall. All dormitory rooms are on a first-come first-serve basis.

The college operates a cafeteria where wholesome but inexpensive meals are served. All residence hall students are required to purchase a meal ticket and they must present this ticket each time they eat in the cafeteria. Students may not lend their meal ticket to other people to use in the cafeteria. The cafeteria will be closed on holidays listed in the regular calendar.

A room may be reserved by making a deposit of \$25.00 which includes a \$5.00 key deposit, provided application for admission has been made to the Director of Admissions. This room deposit may accompany the application for admission. The student should make application for a room with the Director of Housing.

If a preference of room and roommate is desired, a student should indicate this at the time a room reservation is requested. In the residence halls, furniture is provided by the college. The student will furnish bed linens.

For dormitory withdrawal information see refunds above.

## STUDENT HOUSING

Residence Requirements For East Central Students

1. Full-time single students who are receiving activity scholarships (athletic, cheerleader, band, Collegians, Centralettes, flag corps,



or rifle corps) will be required to live on campus in the college's residence halls. Exceptions are made for those students who live with parents or legal guardians and commute and for those who have a substantiated medical reason for not living on campus.

2. Single students less than 21 years of age who do not receive an activity scholarship and do not commute from their parents' or legal guardian's home must have on file in the Dean of Students' office a release statement signed by the parents/guardians granting permission to live off campus. This release statement may be obtained from the Dean of Students' office.

NOTE: The justification or reason for this policy is for the protection and security of students, parents, and school officials involved in emergency situations that might occur with the aforementioned parties.

## STUDENT ACCOUNTS

Payment of student's expenses may be made by cash, check, or money order. Checks should be made out to EAST CENTRAL COMMUNITY COLLEGE. The college will keep money or other valuables in its vault on request.

## STUDENT FINANCIAL AID

The following information is a summary of financial aid programs and policies offered at East Central Community College. For further information and application forms, write to:

Financial Aid Office  
East Central Community College  
Decatur, MS 39327

### SECTION I: FINANCIAL AID PROGRAMS

**PELL GRANT** — This Federal Program is designed to provide financial assistance to students on the basis of need. Any eligible student may receive a Pell Grant. A Pell Grant is not a loan; therefore, it does not have to be paid back.

**SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)** — This Federal Program is designed to assist students who would be unable to obtain an education without the grant and is available to a limited number of students of exceptional financial need. Because it is a grant, it does not have to be paid back.

**WORK-STUDY** — East Central Community College participates in two types of work-study — Federal Work-Study and Institutional Work-Study. Students are awarded jobs based on need and academic ability. This program gives students a chance to earn money to help pay their educational expenses.

**GUARANTEED STUDENT LOAN (GSL)** — A Guaranteed Student Loan is a low interest loan made to the student by a lender such as a bank, credit union, or savings and loan association to help with educational expenses. The Federal Government will pay the interest while the student is in school.

**PLUS LOAN** — PLUS loans provide additional funds to students for educational expenses. Like GSL's, these loans are made by a lender.

**STATE STUDENT INCENTIVE GRANT (SSIG)** — The State of Mississippi through a matching grant program with the Federal Government and East Central Community College provides grants to eligible Mississippi residents. Very limited funds are available to students with substantial financial need.

### SECTION II: FINANCIAL AID POLICIES

**FEDERAL PROGRAMS** — In order to be eligible to receive financial aid at East Central Community College, students are expected to maintain satisfactory progress toward their certificate or degree objective in the academic, technical, or vocational programs. Satisfactory progress for all Title IV aid (Pell Grant, Supplemental Educational Opportunity Grant, Federal Work-Study, Guaranteed Student Loan, or Parents Loans for Undergraduate Students) for the various programs for full-time students are listed below. The required number of hours to be completed will be reduced proportionately for part-time students. At the end of the time frame allowed for the completion of a program, students will not be eligible to receive financial aid regardless of their grade point average of cumulative hours earned.

1. The time frame for the number of hours to be completed and the grade point average required is as follows:

At the end of this semester	1	2	3	4	5	6
A student must have accumulated at least this many hours	9	18	28	40	52	64
With at least a cumulative grade point average of	1.0	1.5	1.75	2.0	2.0	2.0

2. A student who does not meet these standards will be placed on financial aid probation for a semester. During the probationary semester, a student will continue to be eligible for financial aid. Upon completion of the probationary semester a student who does not meet the satisfactory progress standards will be ineligible to receive financial aid and will remain ineligible until the standards are achieved.



3. A student's entire record at East Central Community College will be evaluated to determine eligibility for financial aid regardless of whether or not the student has received aid for all semesters.
4. Upon enrolling at East Central, a transfer student will be considered to be maintaining satisfactory progress and will therefore be allowed to receive financial aid for one semester without the transfer credits being considered. At the end of that semester the transfer student's entire record, including not only the credits earned at East Central but also the accepted transfer credits from the previous institution, will be evaluated to determine if the student is maintaining satisfactory progress in the program being pursued by the student.
5. Developmental courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.
6. The procedure for determining satisfactory progress as related to incomplete grades, withdrawing from a course, or repeating a course will be the same as those procedures followed by the Admission and Records Office. Students may obtain additional information about these procedures from the Admission and Records Office or the Financial Aid Office.
7. Students who wish to appeal the decisions and financial aid awards made by the Financial Aid Office should submit a written request for an appeal to the Director of the Financial Aid Office. The written request should include any information relative to the case. The appeal will be reviewed by the Financial Aid Appeal Committee. The student will be notified in writing of the committee's decision.

#### INSTITUTIONAL PROGRAMS - The following information is related to Scholarships and Institutional Work-Study.

1. A student receiving institutional financial aid in the form of an Athletic Scholarship, Band Scholarship, Cheerleader Scholarship, or Institutional Work-Study must pass nine (9) semester hours and earn eighteen (18) quality points during a semester. If a student does not meet this standard at the end of a semester, the student will be placed on probation for a semester. During the probationary semester, the student will be eligible to receive the institutional financial aid. Upon completion of the probationary semester, a student who does not meet the standard will be ineligible to receive the institutional financial aid. This policy coincides with the academic probation and suspension policy of the college; therefore when suspended students become eligible to return to college, they shall also be eligible to receive institutional financial assistance.

2. To retain an ACT, Salutatorian, or Valedictorian scholarship, a student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average and is removed from scholarship, can get back on scholarship by having a B (3.0) average the following semester provided the scholarship is for four (4) semesters. See Section I for further eligibility requirements.
3. A student who is offered both an ACT scholarship and either a Salutatorian scholarship or a Valedictorian scholarship will be permitted to accept only one of the scholarships.
4. Total financial aid in scholarships from East Central Community College for dormitory and commuter students may not exceed the published cost of matriculation fee, room and board. Each student must pay the registration fee each semester (scholarship can not cover this fee).
5. Total financial aid awards for a student which includes Title IV aid and institutionally funded aid may not exceed the campus-based budget or the student's need as determined by ACT's Comprehensive Financial Aid Report.

#### INSTITUTIONAL SCHOLARSHIPS - East Central Community College offers various scholarships to eligible students.

ACT Scholarships - The ACT Scholarships listed below will be available to any Mississippi resident who enrolls fulltime at East Central Community College the fall semester following high school graduation. The ACT scholarship will be available to the student for four (4) consecutive semesters. See Section II for further requirements.

ACT Scholarship (18-22) -	A scholarship in the amount of \$100 will be awarded each semester to the eligible student.
ACT Scholarship (23-25) -	A scholarship in the amount of \$300.00 will be awarded each semester to the eligible student.
ACT Scholarship (26-29) -	A scholarship in the amount of \$500.00 will be awarded each semester to the eligible student.
ACT Scholarship (30-36) -	A full scholarship (matriculation fee, room and board) will be awarded each semester to the eligible student.

Athletic Scholarships - All Athletic Scholarships are awarded by the respective coaches. The athlete must meet the eligibility requirements of East Central Community College and the National Junior College



Athletic Association. The scholarships are awarded each semester in the following manner:  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ , and full.

**Band Scholarships** - The Band Scholarships are awarded by the band director to full-time students. The scholarships are awarded by audition for marching band, concert band, jazz band, orchestra, and Collegiate Scholarship amounts vary depending upon participation in the various groups.

**Cheerleader Scholarships** - Cheerleader Scholarships are awarded to eight students who are selected by a committee. The scholarships are awarded in the following amount each semester:  $\frac{1}{2}$  matriculation fee.

**Salutatorian Scholarships** - A scholarship in the amount of \$200 will be awarded to the salutatorian of each high school in the five-county district who enrolls full time at East Central Community College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for two (2) consecutive semesters. See Section II for further requirements.

**Valedictorian Scholarships** - A scholarship in the amount of \$300 will be awarded to the valedictorian of each high school in the five-county district who enrolls full time at East Central Community College in the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for two (2) consecutive semesters. See Section II for further requirements.

**Mathematics Contest Scholarship** - The Mathematics Department sponsors a Mathematics Contest and Seminar in the spring each year for high school juniors and seniors in the East Central District. The winner of the mathematics contest receives a three hundred dollar (\$300) tuition scholarship when entering East Central in the fall semester.

**Music Scholarships** - The Music Department awards tuition scholarships to two students in voice and two students in piano each year provided that they meet the criteria established by the department.

Recipients must:

1. Declare music as their major
2. Audition before the music faculty
3. Enroll as full-time students
4. Maintain a 2.0 grade point average overall with a 3.0 in music
5. Perform as members of the Concert Choir

**ENDOWED SCHOLARSHIPS** - Endowed Scholarships are funded by individual or group donations and are made available to eligible students.

**W.R. Covington Scholarship** - This scholarship was established in 1985 by Mr. Eddie M. Smith, President of East Central Community College, in recognition of the support and assistance Mr. W.R. Covington of Noxapater, MS, has provided for many students to aid them in attending college and personally for his encouragement and financial support of Dr. Smith when he was a student at East Central Community College. This scholarship is awarded to a graduate of Noxapater High School in the amount of \$150 a year for attendance at East Central. One-half of the scholarship will be awarded each semester.

**Obe S. Farish Memorial Scholarship** - This scholarship was established in 1986 by the family of Obe S. Farish to honor his memory and to assist a worthy student from Noxapater High School who will attend East Central Community College. Mr. Farish was a patron of Noxapater High School for nearly thirty years, having at least one child in school there continuously from 1939 to 1966. Of the five children, three attended East Central Junior College. The scholarship, in the amount of \$300, will be awarded annually at the Noxapater High School Awards Day Program with the money being deposited in the Business Office at East Central Community College, \$150 per semester.

**Nellie Neill Cross Memorial Scholarship** - This scholarship was established in memory of the late Nellie Neill Cross by her former students and friends. Mrs. Cross served East Central as a member of the faculty, as manager of the Sullivan Student Center and as a loyal supporter of the college for more than fifty years. The scholarship will be annually awarded to an entering freshman who plans to major in music with an emphasis in voice.

**General William Patrick Wilson Memorial Scholarship** - This scholarship was established by the Class of 1937, family, friends, and associates of General Pat Wilson. It honors his memory as a coach, dormitory supervisor, teacher, and National Guard officer at East Central Community College from 1933 to 1940, and his long and colorful military career. From his Pre-World War II days, when he was affectionately known as "Captain Pat", to his much decorated combat service in the European Theater of Operations, and his outstanding record as Adjutant General of Mississippi, Pat Wilson was a remarkable leader of men.

It is the expectation of those who fund it that this scholarship will aid college students to develop such leadership qualities as he displayed. It will be administered by the Scholarship Committee of East Central Community College within the restrictions set by the founding Committee which are:

- (1) All funds contributed will be placed in endowment with only the interest expended each year for scholarships.
- (2) Recipients are to be selected annually by the college Scholarship Committee from students who have attained sophomore



standing, a 3.0 grade point average, and who have a demonstrated need for financial assistance.

- (3) To retain the scholarship for a second semester a student will be required to maintain a minimum of a 2.5 grade point average on the 4.0 system.
- (4) The award each year will be made on Awards Day so that due recognition may be given the recipient.

**F.E. Leatherwood Memorial Scholarship** - This scholarship was funded by the family and friends of F.E. Leatherwood, longtime member of the biology department faculty at East Central Community College. The scholarship is awarded each year to a freshman at Awards Day who is returning for the fall semester. The recipient is selected by the science faculty.

**Opal McMullan Dickerson Memorial Scholarship** - This scholarship was established by the Marion McMullan family in memory of their daughter Opal. It is awarded to a sophomore who is majoring in elementary education. Selection is made by the student education association advisor and is based on academic success and potential, and the contribution to the student education organization.

**R.W. Bounds Scholarship** - The R.W. Bounds Scholarship was established in 1986 by Mr. Sam Bounds, son of the person for whom the scholarship was named and member of the East Central Community College Board of Trustees. The elder Mr. Bounds was the founder of B and W Feed Service in Lawrence, Mississippi.

This scholarship is awarded to a graduate of Newton High School in the amount of \$100 a year for attendance at East Central Community College.

The recipient will be named by the principal and vocational agriculture instructor at Newton High School. The recipient must have excelled as a student in vocational agriculture and must have displayed outstanding interest and involvement in the field of agriculture. An additional factor in the selection process shall be the need of the recipient for financial assistance to attend East Central Community College.

The scholarship will be awarded to the recipient at the annual Newton High School Awards Day program.





## CHAPTER 4

## ACADEMIC POLICIES

REQUIREMENTS FOR  
ADMISSION

East Central Community College ascribes to the "Open Door" policy and generally admits all students from its district who can profit from the instructional program. Specific policies follow.

## ACADEMIC AND TECHNICAL STUDENTS

To be admitted to the full-time academic or technical programs applicants must either

- (1) Present a high school transcript with 15\* or more acceptable units or
- (2) Present a high school equivalency certificate from the State Department of Education or satisfactory scores on the General Education Development Test.

Before admission can be granted the following must be in the office of admissions:

1. A college application on the official form supplied by the college
2. A student health information record on the official form supplied by the college
3. A transcript of high school and previous college record
4. Scores on the American College Test (applicants 23 years of age and over are exempt from the ACT requirement)
5. A \$25.00 room deposit if the applicant is to reside in a dormitory
6. A rubella vaccination record if born since 1957

Admission as an East Central Community College student does not guarantee admission to specific program of studies.

\* Beginning May 1, 1989, 17 acceptable units will be required.

## TRANSFER STUDENTS

Students desiring to attend East Central Community College after having attended another college must meet the same requirements as entering freshmen. Students with records indicating unsatisfactory standing may be accepted on probation if individual cases indicate a reasonable chance of success in the program selected.

## VOCATIONAL STUDENTS

To be admitted to a full-time vocational program an applicant must:

1. Be of legal working age (18) before program completion
2. Have on file in the admissions office, an official application, a student health information record, a rubella vaccination record (if born since 1957) and a transcript of the last school attended
3. Have an interview with the vocational counselor or instructor of the program selected
4. Make a \$25.00 room deposit if planning to stay in dormitory
5. Make an additional deposit if the program requires it (cosmetology requires \$50.00 partial tuition payment)

## Part-time Students

Students who may not meet the above admissions requirements may be provisionally admitted as part-time students. Any deficiencies must be removed before the student either enrolls full-time or accumulates 30 semester hours credit.

## NON-CREDIT OR CEU STUDENTS

To participate in non-credit (CEU) programs or courses a student should complete an application form and be of sufficient maturity for the course desired.

Note:

No transcript, certificate, test scores, photo, or anything in addition to a completed application is required. A personal check covering the cost of the course with course identification on it will hold a place in any class until the first class meeting at which time the application can be completed.

## ENGLISH AND MATHEMATICS PLACEMENT

Placement in mathematics and English courses will be based upon (1) ACT scores in the subject areas (2) high school grades (3) assessments



made at orientation.

Competency in the areas of English and mathematics will be determined based upon skills demonstrated in the combined tests enumerated above.

### ACT WAIVER FOR ADULTS

Students who have been out of high school for five or more years, or those who are 23 years of age or older will have the ACT requirements waived.

### EARLY ENROLLMENT PROGRAM

East Central Community College has an early enrollment program for high school students during the summer. Students may enroll the summer following the eleventh grade and take courses other than English Composition for college credit.

Students must meet the following five requirements for early enrollment:

- (1) Have completed junior year in high school
- (2) Have a B average on all high school work
- (3) Have a composite score of 20 on the ACT
- (4) Complete application for admission
- (5) Attend a counseling session prior to enrollment

### BENEFITS FOR VETERANS

East Central Community College is an approved institution for providing education training for veterans. The Director of Admissions, Records, and Research serves as Veterans Adviser and offers assistance in handling matters pertaining to veterans at the college.

### SELECTIVE SERVICE

Information and assistance in handling matters concerning Selective Service for students are available in the office of the Director of Admissions, Records, and Research.

### Admission of Foreign Students

Foreign students with acceptable scholastic records and proven English proficiency will be considered for admission as freshmen or as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of post-secondary study (college, technical school). Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of studies, satisfactory scores on the

East Central Community College placement tests, and proof of financial responsibility.

Applicants, both freshmen and transfer, whose native language is not English are required to submit a score of at least 500 on the Test of English as a Foreign Language (TOEFL) and have a composite score of 18 on the ACT.

The following materials must be in the Office of Admissions and Records at least 60 days before the beginning of the semester in which admission is desired:

1. An application for admission form
2. A health form
3. An immunization record
4. A certified copy of all high school and/or college transcripts of previous credits earned.

Students applying for transfer from institutions in the United States must secure the Immigration Form I-20A-B from East Central Community College to present to the foreign student advisor at the previous school. That official will endorse the Form I-20 Transfer and forward that form and the Form I-20A to the Immigration and Naturalization Service processing center along with a recommendation about the transfer.

### Fees

1. Students will be assessed fees in the amount of \$1400 per semester payable at registration in addition to the regular tuition and fees paid by all other students.
2. Dormitory facilities will be available each semester only after in-district and in-state students have been housed.

### VETERANS PREVIOUS EDUCATION

The college maintains a written record of the previous education and training of each veteran enrolled and appropriate credit is given. When the training period has been shortened proportionately as a result of previous education and training, the veterans or eligible person and the VA are so notified.

Credits earned in the armed forces will be granted in a manner and amount consistent with the requirements of the American Council of Education and the Mississippi Accrediting Commission. No credit will be granted on the college level General Education Development Test.

### EAST CENTRAL COMMUNITY COLLEGE SCHOOL STANDARDS OF PROGRESS AS REQUIRED BY VA REGULATIONS 14253 [D]

#### 1. EXAMINATION OR RECORDS:

The college records and accounts pertaining to veterans and



eligible persons enrolled are readily identifiable and available for examination by authorized representatives of the Government.

## 2. ENTRANCE REQUIREMENTS:

Proof that entrance requirements to East Central Community College have been met prior to enrollment are a part of the veteran's and eligible person's permanent record. They also include the grade in each subject per semester, record of withdrawals, and the number of absences from any subject. These records are maintained in the office of the Director of Admissions, Records, and Research.

## 3. PREVIOUS EDUCATION AND TRAINING RECORDS:

The school maintains permanent records showing previous education and training. Enrollment certificates submitted to VA reflect proper credit for previous education and training according to the policies of the college.

## 4. PROGRESS RECORDS:

In the academic and technical program, the school records these grades of A, B, C, D, F, W (withdrawal passing), I (incomplete grade which is temporary and is changed to a grade of A, B, C, D, or F on completion and is used in the overall grade point average of the student).

The State Veterans Affairs Approving Agency requires that grades of W and I be considered as F's in computing grade point averages. This procedure is followed in all reports to the Veterans Administration concerning the student's status. Course changing is not allowed after the first two weeks of classes. Any time a student quits a course without officially withdrawing, a final grade of "F" will be recorded. The VA will be promptly notified when a veteran or other eligible person drawing VA benefits changes his course load.

Veterans who are attending East Central Community College in the Academic and Technical programs must pass a certain number of hours each semester, the same as regular students, to remain in good standing. Students must pass nine semester hours and earn 18 quality points to remain in good standing. Quality points are assigned per semester hour the following way: A—4 quality points; B—3 quality points; C—2 quality points; D—1 quality point; and F—0 quality points.

For the Veterans and other eligible persons, East Central Community College will apply the probation and suspension policies as listed in this catalog.

## 5. ATTENDANCE RECORDS:

East Central Community College maintains schedule cards and permanent record cards. Absences are kept on the student's

schedule card. The last date of attendance is also reflected on this card when one drops a course. The number of absences in any particular course is placed on the final Grade Report and also in the teachers grade book which is turned in at the end of the term and is filed for records and is available in the Director of Admissions, Records, and Research's office. An individual is allowed absences per semester equal to twice the times a class meets per week in addition to any official absences representing the college. This policy is given in detail elsewhere in this publication.

## SOPHOMORE STATUS

Before a student can be classified as a sophomore, he/she must have earned a minimum of 28 semester hours or its equivalent from an approved college.

## TESTING SERVICE

East Central Community College is a fully participating institution in the American College Testing Program. The American College Test is given here on all nationally scheduled testing dates, and is given on a residual basis.

## SCHOOL TERMS AND PERIODS

East Central operates on the semester system. There are two regular semesters which begin in August and in January. There is a 10 week summer session divided into two five-week terms.

Lecture periods meet a minimum of 50 minutes. Laboratory periods are equivalent to two lecture periods. Semester hours of credit are granted on the number of lecture and/or laboratory periods the class meets per week for one regular semester.

## RECORDS

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

East Central Community College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The following rights are accorded to students under this act:

1. Students are entitled to have access to school records upon request.
2. Request for access to records concerning academic grades, transcripts and absences should be filed with the Director of Admissions, Records, and Research. Request for access to records concerning test scores administered by East Central Community



College counselors, financial aid, and other personal data should be filed with the Dean of Students.

3. Students are entitled to inspect and review the contents of their school records and to challenge the contents if they feel the contents are inaccurate, misleading or inappropriate. If a student wishes to challenge the contents, the Director of Admissions, Records, and Research or Dean of Students will provide a written copy of procedures to be followed.
4. Before any school records will be released to third parties (attorneys, potential employers, etc.) who have requested copies of school records, the school must have the students' written consent.
5. Upon receipt of a subpoena or judicial order requiring the Director of Admissions, Records, and Research and/or Dean of Students to relinquish control of a student's records, the student will be notified of the subpoena or judicial order before the Director of Admissions, Records, and Research and/or Dean of Students will relinquish control of the records.
6. Whenever a student seeks to enroll in another institution outside this district, the student must approve transfer of the record.
7. The law allows "directory information" about students to be made public without specific permission. Students are entitled, however, to request the deletion of certain information from school directories. Any request for deletion of directory information must be made within fourteen calendar days from the date of registration. Forms for requesting the deletion of information may be secured from the Office of the Director of Admissions, Records, and Research.
8. The school will maintain a list containing the signature, the date and the reason for all persons receiving access to students' records. Students are entitled to have access to this list. The law, however, allows school officials, including teachers, to have access to a student's records.

### GRADING SYSTEM

A	—	92-100 Excellent
B	—	83-91 Good
C	—	74-82 Average
D	—	65-73 Poor
F	—	Failure
W	—	Withdrawal passing
R	—	Registered for audit
I	—	Incomplete, but can be made up

A progress report is made to the student at Mid-Term of each semester.

### HONORS AND QUALITY POINTS

**HONORS** — Special recognition is given those students doing outstanding work in their academic subjects at the end of each grading period and at graduation. The honors are based on quality point averages.

	Required Quality Point Average
Honors	
Honorable's List	4.00
Honors List	3.50
Honorable Mention	3.00

**QUALITY POINTS** — Quality points are based on the grade and number of hours credit for each course and are computed as follows:

Grades	Quality Points
A	4 for each semester hour
B	3 for each semester hour
C	2 for each semester hour
D	1 for each semester hour
F	0 for each semester hour

The last grade in each course attempted will be counted for quality point purposes.

### HONORS PROGRAM

The purpose of the Honors Program at East Central Community College is to provide enriched educational experiences for the academically talented students. Specially designed honors classes are offered to stimulate the honor student's spirit of inquiry and to provide opportunities for more in-depth study in several subject areas.

An Honors Council chaired by the Director of the Honors Program has been established. It is the responsibility of the council to coordinate the honors courses and to promote an atmosphere of intellectual stimulation and camaraderie among the academically talented students.

The Honors Program provides students the opportunity for independent projects and research, for greater intellectual challenge, and for association with others of similar abilities and interest.

### HONORS PROGRAM ELIGIBILITY

In order to enroll in the Honors Program a student should have a superior ACT score, a superior grade point average, and an invitation from the honors faculty. Courses are scheduled so that a student may participate in all seven courses or in any combination of courses. Courses offered include: Honors Composition I, Honors Composition II, Honors American Government, Honors American History I, Honors American History II, Honors English Literature I, and Honors English Literature II.



Students with scores of 25 or above on English and standard composite sections of the ACT are given advanced standing in English if they elect to participate in Honors English.

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

East Central Community College awards academic credit through the College Level Examination Program only on Subject Examinations to students who are enrolled at the College and who make a scaled score of 50 or above. Such credit will be limited to six (6) semester hours.

The college will accept from other colleges academic credit that has been established on either the General or Subject Examinations not to exceed six semester hours.

East Central does not serve as a testing center and does not establish credit on the General Examination. Credit established on CLEP will not carry letter grades and will not be included in calculating quality point averages.

Students who make a 3 or higher on the Advanced Placement test will be given credit for the course. The credit does not carry quality points.

### ACADEMIC PROBATION AND SUSPENSION

A student who fails to pass nine semester hours and to earn 18 quality points during a regular semester will be placed on probation until the academic record meets this minimum standard. If the minimum requirements are not met for two consecutive semesters, the student will be suspended for one regular semester. If the suspension occurs at the conclusion of the spring semester, it may be removed by attending summer school and improving the record to the stated minimum. Deviation from this policy will be made only with the approval of the Academic Probation Committee.

The above policy will also apply to all transfer students.

### COURSE CHANGE

A fee of \$5 is assessed for each change in schedule after the date a student's schedule is completed and accepted.

### CHANGING PROGRAM

A student should discuss any proposed changes in his program with his/her advisor. No full-time student will be permitted to register in a new course after the second week of any regular semester.

### PROGRAM OF STUDY

A student registering for 12 or more semester hours will be considered a full-time student and should follow one of the curriculums as outlined.

### CLASS ATTENDANCE AND ABSENCES

When a student enrolls in a course, the student assumes the responsibility for attending all class meetings, completing all assignments, and otherwise satisfying the requirements of that course. Realizing that from time to time there may be just cause for absence, the college has established the policy outlined below.

The student should discuss with the instructor the impending absence before it occurs where possible and immediately after return to class in emergencies. The student is still responsible for all work missed regardless of the reason for being absent.

1. Official absences are those incurred when students miss class while officially representing the college. The college sponsor of the group supplies a list to the Director of Admissions, Records, and Research's Office in advance, and instructors are notified from that office before the next meeting of the class following the absence. Official absences will not count in the total number of absences allowed the student.
2. Unofficial absences occur when students who are not representing the college miss class. Total unofficial absences may not exceed twice the number of times a class meets for the week. If a student exceeds this number he/she will be cut out of class and will receive an "F" for the course.
3. The student who misses announced tests or class assignments due to unofficial absences must have approval of the instructor to take make-up tests or to complete assignments. Approval will not be granted unless the student presents a valid reason for having been absent.
4. The student has the right to appeal if he or she feels that there were extenuating circumstances for exceeding the allowable number of absences or being cut out of class and receiving an "F" for the course. The student should submit in writing to the Dean of Students' office the reason for the appeal. The student will meet with the Absentee Appeals Committee. This committee will include the Dean of Students, student's instructor, academic or vocational counselor (depending on classification of student), administrator-at-large, instructor-at-large, and the SBA president. A majority vote will be necessary for the student to be reinstated back into class. Should the matter not be resolved to the student's satisfaction through the Absentee Appeals Committee, the student has the right to appeal to the President of the College. Any student requesting it shall be accorded to appeal to the Board of Trustees as the last step in the appeal process.



### DROPPING A COURSE

If a student desires to drop a course, the student may do so at any time with proper approval.

Unofficial withdrawal from a course at any time during the semester will result in a grade of "F". No student can drop a course five class days prior to examination.

### INCOMPLETE GRADES

A grade of "I" (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in the student's immediate family, or similar circumstances beyond the student's control, is unable to complete the course work or to take final examinations. The student must have in writing, an approval by the Director of Admissions, Records and Research before the student can complete this course work.

An "incomplete" on final semester grades must be removed by completing the required work by the end of the first six weeks of the next semester the student is in school, or a grade of "F" will be recorded by the Director of Admissions, Records, and Research. The individual student has the responsibility of making the necessary arrangements with the instructor concerned.

### EXEMPTION

Any student who has applied and been accepted as a candidate for graduation may be exempt from the final examination of any course in which the student has at least a B average as of the last regular class meeting. Exemption of graduates and types of examinations (unit or comprehensive) are left to the discretion of the instructor.

### PRE-REGISTRATION TESTS

The American College Test will be administered to all academic students under age 23 who have not previously taken it. The results will be used in classification. In addition assessment tests are given in English and Mathematics. Students will be placed in these courses based on three criteria: (1) ACT scores (2) Local assessment (3) High school grades.

### ORIENTATION

All students entering East Central Community college for the first time are expected to participate in the orientation program. The program is designed to acquaint new students with rules and regulations of the col-

lege, registration procedures, and college curricula. During this time standardized testing is done, and students are assigned to faculty advisors who help them in proper course selection. School publications are reviewed, and handbooks are distributed and discussed.

### MAXIMUM LOAD

Fifteen or sixteen semester hours of academic work is considered a normal load each semester. First semester freshmen are not allowed to register for more than a normal load unless specified in the curriculum. Other students desiring to enroll for 20 or more semester hours must have special permission from an appropriate curriculum advisor and approval by the Dean of Instruction. A fulltime vocational student cannot enroll in a daytime academic course for credit.

### WITHDRAWAL FROM SCHOOL

Any student who leaves the college, except for temporary absences, must secure a withdrawal permit in duplicate from the Academic or Vocational Counselor's office, where he will be instructed as to the proper procedure. This permit, when completed, must be filed with the Director of Admissions and Records and Business Manager of the college. A forced withdrawal may be processed by the Dean of Students or Director of Admissions, Records, and Research.

### TRANSFER CREDITS

All credit transferred from accredited institutions are reproduced on the permanent records of East Central Community College. This action is evidence that the credits are considered valid. Only those courses that average C or better will be applied toward graduation when transferred average is less than C.

### GRADUATION

ALL STUDENTS EXPECTING TO BECOME CANDIDATES FOR DEGREES OR CERTIFICATES MUST FILE AN APPLICATION WITH THE DEAN OF INSTRUCTION BY THE ANNOUNCED DEADLINE DATE

### REQUIREMENTS FOR DEGREES

East Central Community College grants three associate degrees — The Associate in Arts, The Associate in Science, and The



Associate in Applied Science.

Students who plan to transfer to senior institutions should take note that substitution in the specified courses of Categories I and II below may be made with the approval of the Dean of Instruction in order to meet senior college requirements.

I. To graduate from the college with the degree of Associate in Arts a student must:

- (1) Earn a minimum of 64 semester hours of credit to include the 24 semester hours listed in the Basic College Core, but not more than four semester hours of activity courses (Physical Education, band, choir, and varsity sports);
- (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled only the last grade recorded will count for quality point purposes);
- (3) Complete the last twelve semester hours at East Central Community College;
- (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.

II. To graduate from the college with the degree of Associate in Science a student must:

- (1) Earn a minimum of 64 semester hours of credit to include: The 24 semester hours listed in the Basic College Core, fourteen or more semester hours of laboratory science, and not more than four semester hours of activity courses (Physical Education band, choir, and varsity sports);
- (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled, only the last grade recorded will count for quality point purposes);
- (3) Complete the last twelve semester hours at East Central Community College;
- (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.

III. To graduate from the college with the degree of Associate in Applied Science a student must:

- (1) Earn a minimum of 64 semester hours of credit to include: All technical courses in the curriculum guide, chapter 5, but not more than four semester hours of activity courses (Physical Education, band, choir, and varsity sports); and enough approved non-technical electives to complete 64 semester hours;
- (2) Earn an average of two quality points for each semester hour attempted; (when a course is scheduled and resched-

uled, only the last grade recorded counts for quality point purposes);

- (3) Complete the last regular semester at East Central Community College;
- (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.

## REQUIREMENTS FOR CERTIFICATES

East Central Community College grants nine months, one year, eighteen months, and two year certificates.

To graduate from the college with a certificate in a particular program, a student must:

- (1) Make a passing grade and average a "C" (2.00 point) on all those courses required in the curriculum. Grades in courses not listed in the curriculum will not be counted in calculating quality point averages.
- (2) Satisfactorily complete a prescribed certificate program as outlined under curriculum.

## GRADUATION FEE

A \$20.00 graduate fee is charged all students who are tentatively accepted for graduation.

## TRANSCRIPTS

It is the policy of this institution to furnish free to each graduate of East Central Community College upon written request one transcript of his or her credits earned here. If a request for a transcript occurs during the period a student is attending the college, a charge of \$1.00 is made. All other transcripts are \$2.00 each. Correspondence pertaining to this service should be addressed to the Director of Admissions, Records, and Research of the college. The college reserves the right to protect the student's records from outside agencies.

## HEALTH SERVICES

East Central Community College realizes that good health is necessary for the educational progress and future welfare of its students.

The campus infirmary is a part of the facilities available to students. A nurse is employed full time and is available to students for medical service.

The Town of Decatur has two medical clinics with two local physicians. Two hospitals are located within ten miles of the college.

Fees paid upon entrance take care of routine medical care and simple



medication. The student is responsible for any major medical service.

Each student is required to have a health certificate form on file with the college. This completed form is a part of the admission requirements of the college.

### COUNSELING AND GUIDANCE

East Central Community College is wholly committed to providing the service of professionally trained guidance personnel to all of its students. The purpose of the guidance work is to provide professional assistance to the students in deciding academic, vocational, and personal questions, especially as they involve their college life.

The Dean of Students has overall supervision and coordination of guidance, counseling, extra-curricular activities, religious development, and alumni affairs. In addition, two full-time academic counselors and a full-time vocational counselor are employed in the guidance department. Also, faculty members serve as academic advisors in their particular areas. Academic advisors are selected by the students from the teaching faculty according to curricula, faculty members are well qualified to assist the students in their academic career planning. Each student upon entering selects a course of study with the aid of one or more of the counseling personnel. Frequent meetings are held, and the students are urged to keep constantly in touch with their Academic Advisor on matters pertaining to their educational or vocational careers. By careful planning, the students can find and pursue the course of study that will be most helpful in their chosen profession. Each student is thus aided in choosing a vocation for which the student is best suited.

Personal problems should be referred to the Dean of Students or one of the professionally qualified guidance persons working under the Dean of Student's supervision.

### FIREARMS ON CAMPUS

In keeping with the laws of Mississippi, students are not permitted to have rifles, shotguns, or other forms of weapons on campus.

### STUDENT IDENTIFICATION CARD

Each full-time student will be issued an identification card during registration at a cost of \$3.00. The card will be used as activity card during regular school session. Failure to show or surrender the identification card when requested by any East Central Community College official will result in disciplinary action. Replacement of card due to loss will cost \$5.00.

### UNSATISFACTORY CONDUCT

Upon enrollment each student is given a Student Handbook in which

list of conduct and major violations are listed in detail. Students disobeying the school conduct regulations are presented to the Faculty Discipline Committee for action. Each violation is dealt with in the best interest of the students and school.

### NON-CREDIT COURSES

Non-credit courses in the field of Adult Education are offered in the vocational programs and other special interest areas when sufficient numbers warrant class offerings.

### EXTENSION CENTER

Classes may be organized in courses given credit beyond junior college credit. The college has served as an Extension Center for Mississippi State University and the University of Southern Mississippi at various times in the past.





## CHAPTER 5

# PROGRAMS OF STUDY

Suggested programs of study in many fields of interest have been established with recommended courses for each semester. Students should note that these outlines are suggestions, not requirements. Requirements for degrees and certificates are listed in Chapter Four.

## UNIVERSITY PARALLEL PROGRAMS

The East Central Community College transfer programs are designed for the student who wishes to complete two years of college work and continue toward a Baccalaureate degree at a senior college. These suggested programs of study have been set up with extreme care; yet students should consult with advisors and the university or college catalog of their choice.

### BASIC COLLEGE CORE CURRICULUM

This core curriculum is designed for students who later plan to transfer with junior standing to one of the four-year colleges in Mississippi. Students should understand that different colleges and universities have their own requirements, and students should consult the latest catalog of the institution in which they are interested.

The following core curriculum is required by all universities under the State Board of Trustees, Institutions of Higher Learning beginning fall 1984 and is incorporated in all transfer programs of study as outlined in this chapter.

English Composition . . . . .	6 semester hours
Laboratory Science . . . . .	6 semester hours
College Algebra . . . . .	3 semester hours
Humanities & Fine Arts . . . . .	9 semester hours
<b>Total</b>	<b>24 semester hours</b>

This same 24 semester hour core curriculum is required for graduation from East Central Community College in both transfer degrees — the Associate in Arts and the Associate in Science. (See requirements for degrees section of chapter four — Academic Policies.)

### AGRICULTURE (AGRI)

Advisor: Dr. Tucker

The combination of courses in this curriculum is offered for students who are planning to be professional agriculture workers. Students expecting to complete a four-year Agricultural Course in a senior college should select this curriculum.

#### FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition . . . . .	3	ENG 1123 English Composition . . . . .	3
CHE 1214 General Chemistry . . . . .	4	CHE 1224 General Chemistry . . . . .	4
HIS 2213 American History . . . . .	3	* Approved Electives . . . . .	9
MAT 1013 College Algebra . . . . .	3		
ART 1113 or Music 1113 . . . . .	3		
	<b>16</b>		<b>16</b>

#### SOPHOMORE YEAR

First Semester		Second Semester	
POE 1113 Amer. Nat. Government . . . . .	3	SPT 1113 Oral Communication . . . . .	3
BIO 1104 General Biology . . . . .	4	BIO 2424 Zoology . . . . .	4
ECO 2113 Principles of Ec. . . . .	3	ECO 2123 Principles of Ec. . . . .	3
* Approved Electives . . . . .	7	* Approved Electives . . . . .	6
	<b>17</b>		<b>16</b>

\* Approved by curriculum advisor for specific transfer requirements

### ART (ARTC)

Advisor: Mr. Guraedy

Students planning to major in art in a senior college or university should select this curriculum.

#### FRESHMAN YEAR

First Semester		Second Semester	
ART 1413 Design I . . . . .	3	ART 1423 Design II . . . . .	3
ART 1313 Drawing I . . . . .	3	ART 1323 Drawing II . . . . .	3
ART 1113 Art Appreciation . . . . .	3	ENG 1123 English Composition II . . . . .	3
ENG 1113 English Composition I . . . . .	3	HIS 1173 World Civilization II . . . . .	3
HIS 1163 World Civilization I . . . . .	3	Elective . . . . .	3
Activity . . . . .	1	Activity . . . . .	1
	<b>16</b>		<b>16</b>



## SOPHOMORE YEAR

First Semester		Second Semester	
MAT 1313 Algebra.....3		ENG 2333 English Literature II.....3	
ENG 2323 English Literature I.....3		BIO 1144 Gen. Biology.....3	
Social Science Elective.....3		Social Science Elective.....3	
Art Elective.....3		Art Elective.....3	
BIO 1134 Gen. Biology.....4		SPT 1113 Oral Communication.....3	
	16		

BUSINESS ADMINISTRATION  
(BADM)

Advisor: Mrs. Holt

Students should take this curriculum who plan to continue through a four-year college course in Business Administration, Accounting, Banking and Finance, Marketing, Management, and other business fields.

## FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition.....3		ENG 1123 English Composition.....3	
PSY 1513 General Psychology.....3		HIS History (Elective).....3	
MAT 1313 College Algebra.....3		BIO 1144 General Biology.....3	
HIS History (Elective).....3		SPT 1113 Oral Communication.....3	
BIO 1134 General Biology.....4		MAT 1333 Finite Mathematics.....3	
Activity.....1		Activity.....3	
	17		

## SOPHOMORE YEAR

First Semester		Second Semester	
ENG Literature (English or American).....3		ENG Literature (English or American).....3	
PSC 1113 Amer. Nat. Government.....3		ECO 2123 Principles of Economics.....3	
ECO 2113 Principles of Economics.....3		ACC 1223 Principles of Accounting.....3	
ACC 1213 Principles of Accounting.....3		BAD 2323 Business Statistics.....3	
BAD 2413 Business Law.....3		Art or Music Appreciation.....3	
	15		

BUSINESS EDUCATION  
(BEDU)

Students planning to teach business in secondary schools should register in Secondary Education.

COMPUTER SCIENCE  
(CSCI)

Advisor: Mr. Fulton

## FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition.....3		ENG 1123 English Composition.....3	
MAT 1313 College Algebra.....3		MAT 1613 Calculus I.....3	
MAT 1623 Trigonometry.....3		MAT 1623 Calculus II.....3	
Laboratory Science.....4		*SCI Laboratory Science.....4	
1113 Intro. to Computer Con.....3		CSC 1613 Programming I.....3	
	16		16

## SOPHOMORE YEAR

First Semester		Second Semester	
* Humanities.....6		* Humanities.....6	
PHY 2414 General Physics.....4		*PHY 2424 General Physics.....4	
PHY 2623 Programming II.....3		Elective.....3	
1113 Oral Communication.....3		*Elective (Fine Arts).....3	
	16		16

Electives should be selected with the approval of the curriculum advisor to meet specific university requirements.

DENTISTRY  
(PDEN)

Students majoring in pre dentistry should enroll in the medical curriculum.

EDUCATION, ELEMENTARY  
(EEDU)

Advisors: Mrs. Pouncey, Miss Wood, Mr. McMullan

An education curriculum should be selected by those who are planning to teach. The requirements include courses in General Education, Professional Education, and Specialized Education. Those who plan to teach in high school should decide on their teaching field and take one or more courses in the field each semester. The Comp test should be taken during the second semester of the sophomore year.

## FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition.....3		ENG 1123 English Composition.....3	
BIO 1134 General Biology.....4		BIO 1144 General Biology.....4	
HIS History (World or American).....3		PSC 1113 Nat'l. Government.....3	
MAT 1723 The Real Number System.....3		MAT 1733 Informal Geometry and Algebra.....3	
HPR 1213 Per. & Com. Health.....3		PSY 1513 General Psychology.....3	
	16		16



## SOPHOMORE YEAR

First Semester		Second Semester	
ENG	Literature (English or American) . . . . .3	ART 1113 Art. App.	
PHY 2313	Survey of Gen. Physics . . . . .3	ART 1913 Art for Elementary Teachers . . . . .	
MUS 2513	Music for Children . . . . .3	GEO 1113 World Geography	
MAT 1313	College Algebra . . . . .3	SPT 1113 Oral Communication	
	Electives . . . . .6	Elective . . . . .	

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## EDUCATION, PHYSICAL

(PEDU)

Advisors: Miss L. Wood, Mr. J. Clark, Mr. Kilpatrick

## FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition . . . . .3	ENG 1123	English Composition . . . . .3
BIO 1134	General Biology . . . . .4	MAT 1313	College Algebra . . . . .
HPR 1213	Per. & Com. Health . . . . .3	BIO 1144	General Biology . . . . .
HIS	History (World or American) . . . . .3	HIS	History (World or American) . . . . .3
ART 1113 or MUS 1113	. . . . .3	HPR 2213	First Aid . . . . .1
HPR	Activity (Tennis) . . . . .1	HPR	Activity (Golf) . . . . .1

17

## SOPHOMORE YEAR

First Semester		Second Semester	
ENG	Literature (English or American) . . . . .3	ENG	Literature (English or American) . . . . .3
ECO 2213	Economics . . . . .3	HPR 2323	Rec. Leadership . . . . .
	or	MAT	Math . . . . .
SOC 2113	Intro. to Sociology . . . . .3		or
SCI	Physical Science Elective . . . . .3	SCI	Science (Elective) . . . . .
HPR 1313	Introduction to Health, Physical Education and Recreation . . . . .3	SOC 2143	Mar. & Family . . . . .
SPT 1113	Oral Communication . . . . .3	HPR	Activity . . . . .
HPR	Activity (Fitness & Cond) . . . . .1		Elective . . . . .

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## EDUCATION, SECONDARY

(SEDU)

Advisors: Mrs. Pouncey, Miss Wood, Mr. McMullan

## FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition . . . . .3	ENG 1123	English Composition . . . . .3
PSY 1113	General Psychology . . . . .3	HPR 1213	Per. & Com. Health . . . . .3
BIO 1134	General Biology . . . . .4	BIO 1144	General Biology . . . . .4
	History (World or American) . . . . .3	ART 1113	Art Appreciation . . . . .
MAT 1313	College Algebra . . . . .3		or
		MUS 1113	Music Appreciation . . . . .3
		HIS	History (World or American) . . . . .3

16

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## SOPHOMORE YEAR

First Semester		Second Semester	
ENG	Literature (English or American) . . . . .3	ENG	Literature (English or American) . . . . .3
	Chemistry, Physics or Gen. Physics . . . . .4	HIS	Social Studies . . . . .3
	Electives . . . . .9	SPT 1113	Oral Communication . . . . .3
			Electives . . . . .7

16

16

## RECOMMENDED ELECTIVES

Courses in the field you plan to teach. (See teaching areas listed below):

English: ENG 2323 or 2333 English Literature; ENG 2223 or 2233 American Literature.

Mathematics: MAT 1323 Trigonometry Cal. I 1613, Cal. II 1623, Cal. III 1610, Cal. IV 2623, Differential Equations 2913.

Physical Education: HPR 1313 Intro. to Health Physical Education &amp; Recreation, HPR 2213 First Aid, HPR 2323 Recreational Leadership; Minimum of 3 P.E. activity courses.

Social Studies: HIS 1163 or 1173 World Civ., Am. History 2213, 2223 Geography 1113, Sociology 2113, Am. Government 1113, State &amp; Local Gov. 1123, Economics 2113.

Speech: 1233 Acting I, 1213, Fundamentals of Theatre.



## ENGINEERING

(ENGR)

Advisors: Dr. Harris, Mrs. McMullan

Students who are interested in any engineering field should register in this curriculum. The first two years of engineering are basically the same for all branches of engineering, and this curriculum is designed to meet these needs.

## FRESHMAN YEAR

First Semester	Second Semester
ENG 1113 English Composition . . . . . 3	ENG 1123 English Composition . . . . . 3
TDD 1313 Graphic Com. . . . . 3	SPT 1113 Oral Communication . . . . . 3
MAT 1313 College Algebra . . . . . 3	MAT 1613 Calculus I . . . . . 3
MAT 1323 Trigonometry . . . . . 3	MAT 6123 Calculus II . . . . . 3
CHE 1214 General Chemistry . . . . . 4	CHE 1224 General Chemistry . . . . . 4
Activity . . . . . 1	
<b>17</b>	

## SOPHOMORE YEAR

First Semester	Second Semester
MAT 2613 Calculus III . . . . . 3	PSC 1113 Amer. Nat. Government . . . . . 3
MAT 2623 Calculus IV . . . . . 3	MAT 2913 Differential Equations . . . . . 3
PHY 2414 General Physics . . . . . 4	PHY 2414 General Physics . . . . . 4
HIS 2213 American History I . . . . . 3	Humanities (Electives) . . . . . 3
ECO 2113 Prin. of Economics . . . . . 3	Fine Arts Elective . . . . . 3
CSC 1313 Fortran Programming . . . . . 3	
<b>19</b>	

## RECOMMENDED COURSES

HIS 1163 World Civilization I	SOC 2113 Intro. to Sociology
HIS 2223 American History Literature (any)	CHE 2424-2324 Organic Chemistry (for Chemical Engineers)
	PSY 1513 Psychology

## FORESTRY

(FORS)

Advisor: Dr. Tucker

## FRESHMAN YEAR

First Semester	Second Semester
ENG 1113 English Composition . . . . . 3	ENG 1123 English Composition . . . . . 3
BIO 1134 General Biology . . . . . 4	BIO 1144 General Biology . . . . . 4
CHE 1214 College Chemistry . . . . . 4	CHE 1224 College Chemistry . . . . . 4
MAT 1313 College Algebra . . . . . 3	MAT 1323 Trigonometry . . . . . 3
HIS History . . . . . 3	HIS History . . . . . 3
<b>17</b>	

## SOPHOMORE YEAR

First Semester	Second Semester
ECO 2113 Principles of Economics . . . . . 3	SPT 1113 Oral Communication . . . . . 3
MAT 1613 Calculus I . . . . . 3	Social Studies . . . . . 3
Literature . . . . . 3	Elective . . . . . 3
Fine Arts Elective . . . . . 3	*Electives . . . . . 7
*Elective . . . . . 3	Literature . . . . . 3
<b>15</b>	<b>16</b>

\*Electives to be selected with advisor based on upper division option to be selected.

## HOME ECONOMICS

(HECO)

Advisor: Mrs. Pouncey

Clothing, Textiles, and Fashion Merchandising

## FRESHMAN YEAR

First Semester	Second Semester
BIO 1113 English Composition . . . . . 3	ENG 1123 English Composition . . . . . 3
BIO 1134 Biology . . . . . 4	BIO 1144 Biology . . . . . 4
INT 1131 Introduction to Modeling . . . . . 1	HIS History . . . . . 3
MAT 1113 Art Appreciation . . . . . 3	MAT 1313 College Algebra . . . . . 3
HIS History . . . . . 3	Elective . . . . . 3
PSY 1513 General Psychology . . . . . 3	
<b>17</b>	<b>16</b>

## SOPHOMORE YEAR

First Semester	Second Semester
ART 1413 Design I . . . . . 3	ECO 2133 Principles of Economics . . . . . 3
ACC 1213 Principles of Accounting . . . . . 3	ENG Literature . . . . . 3
ACC 1111 Social Usage . . . . . 1	PHY 2213 Physical Science . . . . . 3
Literature . . . . . 3	SOC 2113 Sociology . . . . . 3
PSY 2513 Child Psychology . . . . . 3	Elective . . . . . 3
SPT 1113 Oral Communications . . . . . 3	
<b>16</b>	<b>15</b>

## HOME ECONOMICS EDUCATION

See Secondary Education Curriculum and follow suggested outline for students interested in teaching home economics.

Students who choose other fields in home economics should consult the advisor to help in course selection.



## LIBERAL ARTS (LART)

Social Science Advisors: Dr. Ethridge, Mr. Thrash,  
Mr. Pace

Art Advisor: Mr. Guraedy, Mathematics Advisor:  
Dr. Harris, Mrs. McMullan

English Advisors: Mr. Vickers, Mrs. Alford, Mr. Conn  
Mrs Vickers

Science Advisors: Mr. Mason, Dr. Fisher, Mr. Deaton  
Mr. Davis

Speech Advisor: Mr. Peterson

The Liberal Arts Curriculum will meet the pre-professional needs of many students who are planning some professional vocation. It may be selected by the pre-law students, by pre-ministerial students, or by those planning a career in journalism, or social work, and by others. In addition to the above, students who come to college to secure the general and liberalizing value of education, who are planning to continue a similar curriculum in a four-year college, or whose interests cannot be met by another curriculum usually select this curriculum. Electives should be chosen from a student's field of interest with the approval of the individual's advisor.

### FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition . . . . .	3	ENG 1123 English Composition . . . . .	3
HIS History (World or American) . . . . .	3	HIS History (World or American) . . . . .	3
BIO 1134 General Biology . . . . .	4	BIO 1144 General Biology . . . . .	4
MAT 1313 College Algebra . . . . .	3	SPT 1113 Oral Communication . . . . .	3
PSY 1513 Psychology . . . . .	3	Elective . . . . .	3
Activity . . . . .	1	Activity . . . . .	1
<hr/>		<hr/>	
17		17	

### SOPHOMORE YEAR

First Semester		Second Semester	
ENG Literature (English or American) . . . . .	3	ENG Literature (English or American) . . . . .	3
PSC 1113 Amer. Nat. Government . . . . .	3	SOC 2113 Sociology . . . . .	3
Electives . . . . .	6	Electives . . . . .	6
ART 1113 or MUS 1113 . . . . .	3		
<hr/>		<hr/>	
15		15	

### RECOMMENDED ELECTIVES

6 to 12 semester hours of Spanish should be strongly considered

PSY 1513 General Psychology

HPR 1313 Per. & Com. Health

## PRE-MEDICAL/PRE-DENTAL (PMED)

Advisors: Mr. Mason, Mr. Davis, Dr. Fisher

The curriculum listed below will satisfy the requirements of the first two years of preprofessional study leading to professional school.

### FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition . . . . .	3	ENG 1123 English Composition . . . . .	3
MAT 1313 College Algebra . . . . .	3	MAT 1323 Trigonometry . . . . .	3
CHE 1214 General Chemistry . . . . .	4	CHE 1224 General Chemistry . . . . .	4
BIO 2414 Zoology . . . . .	4	BIO 2424 Zoology . . . . .	4
Art or Music App. . . . .	3	Elective . . . . .	3
<hr/>		<hr/>	
17		17	

### SOPHOMORE YEAR

First Semester		Second Semester	
ENG Literature or Language . . . . .	3	ENG Literature or Language . . . . .	3
CHE 2424 Organic Chemistry . . . . .	4	CHE 2434 Organic Chemistry . . . . .	4
HIS 1163 World Civilization I . . . . .	3	HIS 1173 World Civilization II . . . . .	3
PHY 2414 General Physics . . . . .	4	PHY 2424 General Physics . . . . .	4
SPT 1113 Oral Communication . . . . .	3	Elective . . . . .	3
<hr/>		<hr/>	
17		17	

## MEDICAL TECHNOLOGY (MTEC)

Advisors: Mr. Mason, Mr. Davis

### FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113 English Composition . . . . .	3	ENG 1123 English Composition . . . . .	3
MAT 1313 College Algebra . . . . .	3	MAT 1323 Trigonometry . . . . .	3
PSY 1513 Psychology . . . . .	3	SOC 2113 Sociology . . . . .	3
CHE 1214 Chemistry . . . . .	4	CHE 1224 Chemistry . . . . .	4
BIO 2414 Zoology . . . . .	4	BIO 2424 Zoology . . . . .	4
<hr/>		<hr/>	
17		17	

### SOPHOMORE YEAR

First Semester		Second Semester	
CHE 2424 Organic Chemistry . . . . .	4	CHE 2434 Organic Chemistry . . . . .	4
BIO 2514 Anatomy and Physiology . . . . .	4	BIO 2524 Anatomy and Physiology . . . . .	4
Art or Music App. . . . .	3	BIO 2924 Microbiology . . . . .	4
ENG Literature (English or American) . . . . .	3	ENG Literature (English or American) . . . . .	3
SPT 1113 Oral Communication . . . . .	3		
<hr/>		<hr/>	
17		15	



## MUSIC

Advisors: Mr. Hinson, Mr. Carson, Ms. Lee

The work of the music department is organized (1) to give sound foundation work in music theory, (2) to develop understanding and appreciation of the literature and history of music, and (3) to develop techniques with the voice and music instruments.

The following suggested programs of study lead to the Bachelor's Degree with vocal, instrumental, or piano emphasis.

### MUSIC WITH INSTRUMENTAL EMPHASIS (MEIE)

Advisor: Mr. Carson

#### FRESHMAN YEAR

First Semester	Second Semester
ENG 1113 English Composition . . . . .3	ENG 1123 English Composition . . . . .3
MUS 1214 Music Theory I . . . . .4	MUS 1224 Music Theory II . . . . .4
HIS 1163 World Civilization . . . . .3	HIS 1173 World Civilization . . . . .3
MAT 1313 College Algebra . . . . .3	MUS 1123 Music Survey . . . . .3
MUA 1511 Class Piano I . . . . .1	MUA 1521 Class Piano . . . . .2
MUA 1711 Class Voice I . . . . .1	MUA 1721 Class Voice . . . . .2
*MUA 1172 Brass I . . . . .2	*MUA 1182 Brass II . . . . .2
*MUA 1472 Percussion I . . . . .2	*MUA 1482 Percussion II . . . . .2
*MUA 1872 Woodwinds I . . . . .2	*MUA 1882 Woodwinds II . . . . .2
MUO 1111 Band I . . . . .1	MUO 1121 Band II . . . . .1

18

\* Choose Major Instrument

#### SOPHOMORE YEAR

First Semester	Second Semester
ENG 2223 Literature (American) . . . . .3	SPT 1113 Oral Communication . . . . .3
or	MUS 2224 Music Theory IV . . . . .4
ENG 2323 Literature (English) . . . . .3	BIO 1144 General Biology . . . . .4
MUS 2214 Music Theory III . . . . .4	or
BIO 1134 General Biology . . . . .4	PHY 2323 Survey of Gen. Physics . . . . .3
or	MUA 2521 Class Piano IV . . . . .1
PHY 2313 Survey of Gen. Physics . . . . .3	MUA 2721 Class Voice IV . . . . .1
MUA 2511 Class Piano III . . . . .1	*MUA 2182 Brass IV . . . . .2
MUA 2711 Class Voice III . . . . .1	*MUA 2482 Percussion IV . . . . .2
*MUA 2712 Brass III . . . . .2	*MUA 2882 Woodwinds IV . . . . .2
*MUA 2472 Percussion III . . . . .2	MUO 2121 Band IV . . . . .1
*MUA 2872 Woodwinds III . . . . .2	
MUO 2111 Band III . . . . .1	

15 or 16

\* Choose Major Instrument

### MUSIC WITH PIANO EMPHASIS (MEPE)

Advisor: Ms. Lee

#### FRESHMAN YEAR

First Semester	Second Semester
ENG 1113 English Composition . . . . .3	ENG 1123 English Composition . . . . .3
MUS 1214 Music Theory I . . . . .4	MUS 1224 Music Theory II . . . . .4
HIS 1163 World Civilization . . . . .3	HIS 1173 World Civilization . . . . .3
MAT 1313 College Algebra . . . . .3	MUS 1123 Music Survey . . . . .3
MUA 1572 Major Piano I . . . . .2	MUA 1582 Major Piano II . . . . .2
MUA 1762 Major Voice I . . . . .2	MUA 1782 Major Piano II . . . . .2
MUO 1211 Chorus I . . . . .1	MUO 1221 Chorus II . . . . .1

18

18

#### SOPHOMORE YEAR

First Semester	Second Semester
ENG 2223 Literature (American) . . . . .3	SPT 1113 Oral Communication . . . . .3
or	MUS 2224 Music Theory . . . . .4
ENG 2323 Literature (English) . . . . .3	BIO 1144 General Biology . . . . .4
MUS 2214 Music Theory III . . . . .4	or
BIO 1134 General Biology . . . . .4	PHY 2313 Survey of Gen. Physics . . . . .3
or	MUA 2582 Major Piano IV . . . . .2
PHY 2313 Survey of Gen. Physics . . . . .3	MUA 2782 Major Voice IV . . . . .2
MUA 2562 Major Piano III . . . . .2	MUO 1221 Chorus IV . . . . .1
MUA 2762 Major Voice III . . . . .2	
MUO 2211 Chorus III . . . . .1	

15 or 16

15 or 16

### MUSIC WITH VOCAL EMPHASIS (MEVE)

Advisor: Mr. Hinson

#### FRESHMAN YEAR

First Semester	Second Semester
ENG 1113 English Composition . . . . .3	ENG 1123 English Composition . . . . .3
MUS 1214 Music Theory . . . . .4	MUS 1224 Music Theory II . . . . .4
HIS 1163 World Civilization I . . . . .3	HIS 1173 World Civilization . . . . .3
MAT 1313 College Algebra . . . . .3	MUS 1123 Music Survey . . . . .3
MUA 1511 Class Piano I . . . . .1	MUA 1521 Class Piano II . . . . .1
or	or
MUA 1572 Major Piano I . . . . .2	MUA 1582 Major Piano II . . . . .2
MUA 1762 Major Voice I . . . . .2	MUA 1782 Major Voice II . . . . .2
MUO 1211 Chorus I . . . . .1	MUO 1221 Chorus II . . . . .1

17 or 18

17 or 18



## SOPHOMORE YEAR

First Semester	Second Semester
ENG 2223 Literature (American) . . . . .	SPT 1113 Oral Communication
or	MUS 2224 Music Theory IV
ENG 2323 Literature (English) . . . . .3	BIO 1144 General Biology
MUS 2214 Music Theory III . . . . .4	or
BIO 1134 General Biology . . . . .4	PHY 2323 Survey of Gen. Physics
or	MUA 2521 Class Piano IV
PHY 2313 Survey of Gen. Physics . . . . .3	or
MUA 2511 Class Piano III . . . . .1	MUA 2582 Major Piano IV
or	MUA 2782 Major Voice IV
MUA 2572 Major Piano III . . . . .2	MUO 2221 Chorus IV
MUA 2762 Major Voice III . . . . .2	
Elective . . . . .3	
MUO 2211 Chorus III . . . . .1	
17, 18 or 19	17, 18 or 19

NURSING  
(PNUR)

Advisors: Mr. Mason, Mr. Davis

The program below is designed to meet the requirements in pre nursing and to prepare the student to enter the B.S. degree program at a university as a junior nursing student.

## FRESHMAN YEAR

First Semester	Second Semester
ENG 1113 English Composition . . . . .3	ENG 1123 English Composition . . . . .4
CHE 1214 General Chemistry . . . . .4	CHE 1224 General Chemistry . . . . .4
HIS 1163 World Civilization I . . . . .3	HIS 1173 World Civilization II . . . . .4
MAT 1313 College Algebra . . . . .3	SOC 2113 Introduction to Sociology
PSY 1513 General Psychology . . . . .3	SOC 2143 Marriage and Family
16	16

## SOPHOMORE YEAR

First Semester	Second Semester
ENG Literature (English or American) . . . . .3	ENG Literature (English or American) . . . . .3
BIO Zoology or Biology . . . . .4	BIO 2524 Anatomy & Physiology
BIO 2514 Anatomy & Physiology . . . . .4	EPY 2523 Adolescent Psychology
EPY 2513 Child Psychology . . . . .3	BIO 2924 Microbiology . . . . .3
Art or Music App. . . . .3	SPT 1113 Oral Communication . . . . .3
17	17

Electives should be selected with the approval of the curriculum advisor to meet the specific university nursing school requirement.

OPTOMETRY  
(POPT)

Students majoring in optometry should enroll in the medical curriculum.

PHARMACY  
(PPHA)

Advisor: Mr. Mason, Mr. Davis

The curriculum below will meet the requirements of pharmacy schools in most universities.

## FRESHMAN YEAR

First Semester	Second Semester
ENG 1113 English Composition . . . . .3	ENG 1123 English Composition . . . . .3
MAT 1313 College Algebra . . . . .3	MAT 1323 Trigonometry . . . . .3
BIO 1214 General Chemistry . . . . .4	BIO Zoology or Biology . . . . .4
BIO Zoology or Biology . . . . .4	CHE 1224 General Chemistry . . . . .3
HIS 1163 World Civilization I . . . . .3	HIS 1173 World Civilization II . . . . .3
17	17

## SOPHOMORE YEAR

First Semester	Second Semester
ECO 2113 Economics . . . . .3	ECO 2123 Economics (Elective) . . . . .3
CHE 2424 Organic Chemistry . . . . .4	CHE 2434 Organic Chemistry . . . . .4
PHY 2414 General Physics . . . . .4	BIO 2924 Microbiology . . . . .4
Art or Music App. . . . .3	PHY 2424 General Physics . . . . .4
SPT 1113 Oral Communication . . . . .3	Elective . . . . .3
17	17

## RECOMMENDED ELECTIVES

AMC 1113 Amer. Nat. Government	HIS 2213, 2223 American History
IPP 2531 Individual & Dual Sports	SOC 2113 Introduction to Sociology
ACC 1213 Principles of Accounting	MAT 1613, 1623 Calculus
ENG 2323, 2333 Literature	
69 semester hours may be transferred to the University of Mississippi School of Pharmacy.	

PHYSICAL THERAPY  
(PTHE)

Advisors: Mr. Mason, Mr. Davis

## FRESHMAN YEAR

First Semester	Second Semester
ENG 1113 English Composition . . . . .3	ENG 1123 English Composition . . . . .3
PSY 1513 Psychology . . . . .3	PSY 2523 Adolescent Psychology . . . . .3
MAT 1313 College Algebra . . . . .3	SOC 2113 Sociology . . . . .4
CHE 1214 Chemistry . . . . .4	CHE 1224 Chemistry . . . . .4
BIO 1134 Biology . . . . .4	BIO 1144 Biology . . . . .4
17	17



## SOPHOMORE YEAR

First Semester		Second Semester	
PHY 2414 Gen. Physics	4	PHY 2424 Gen. Physics	4
BIO 2514 Anatomy and Physiology	4	BIO 2524 Anatomy and Physiology	4
SPT 1113 Oral Communication	3	ENG Literature	
ENG Literature		(English or American)	
(English or American)	3	Music or Art App.	
PSY 2513 Child Psychology	3		

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## VETERINARY MEDICINE

(PVET)

Advisors: Mr. Mason, Mr. Davis

## FRESHMAN YEAR

First Semester		Second Semester	
CHE 1214 College Chemistry	4	CHE 1224 College Chemistry	4
ENG 1113 English Composition	3	ENG 1123 English Composition	3
MAT 1313 College Algebra	3	MAT 1323 Trigonometry	3
BIO 2414 Zoology	4	BIO 2424 Zoology	4
* * Soc. Sci. or Humanities	3	* * Soc. Sci. or Humanities	3

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## SOPHOMORE YEAR

First Semester		Second Semester	
CHE 2424 Organic Chemistry	4	CHE 2434 Organic Chemistry	4
PHY 2314 General Physics	4	SPT 1113 Oral Communication	3
* * Soc. Sci. or Humanities	9	Electives	

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\* Physics and Microbiology recommended

\* \* Social Science, Humanities courses to be selected from History, Political Science, Sociology, Economics, Literature, Music, Art, Psychology.

## TECHNICAL PROGRAMS

Technical training programs at East Central Community College are designed to prepare the student for employment upon completion of the specified program curriculum. Students who complete a two year program are then eligible to receive the Associate of Applied Science Degree. Students who complete the nine-month options in Business Technology and Computer Technology will receive certificates.

## Business Technology

The overall objective of the Business Technology Programs is to provide business training in theory and practical applications necessary for employment in business, industry, government agencies, and professional areas. The curriculum consists primarily of training to provide employable skills using up-to-date procedures, processes, and equipment.

The Associate in Applied Science degree is awarded for successful completion of any one of the following Business Technology programs: Administrative Secretary, Administrative Assistant, and Word Processing.

The following courses are required of all Business Technology majors.

	Semester Hours
Typewriting/Elementary or Intermediate	3
Accounting	3
Business English	3
Business Communications	3
Introduction to Information Processing	3
English Composition	6
Records Management	3
Psychology	3
Oral Communication	3
Introduction to Business	3
Business Calculations	3
Physical Science Survey	3

Total 39

## ADMINISTRATIVE SECRETARY

The administrative secretary option provides training for employment as a secretary in organizations of every description. Duties range from taking dictation, typewriting, filing, routing mail, and answering the telephone to more complex work such as writing letters, conducting research, and preparing statistical reports.

The administrative secretary option consists of the core curriculum and the following courses.

	Semester Hours
Intermediate or Advanced Typewriting	3
Shorthand I, II, and III	9
Office Procedures	3
Machine Transcription	3
Word Processing I	3
Business or Activity (Max 4 hrs. Activities)	
Elective	4

Total 25



## ADMINISTRATIVE ASSISTANT

Completion of the administrative assistant options give an understanding of general business activities required of all office employees for occupational competence. Students gain mastery of the skills and a thorough knowledge of the subject matter essential for initial employment.

Typical jobs are typist, receptionist, machine transcriptionist, word processor, and record keeper.

The administrative assistant option consists of the core curriculum and the following courses.

	Semester Hours
Intermediate or Advanced Typewriting	3
Office Procedures	3
Machine Transcription	3
Word Processing I and II	6
Accounting II	3
Business Law	3
Electives not to include more than four Activities	4
<b>Total</b>	<b>28</b>

## WORD PROCESSING

This is the era of high technology—the age of information processing. To maintain a competitive edge in this fast-paced world, dynamic organizations sense a critical need to do more work in less time, thus generating reduced cost. As a result, high levels of productivity are required. To attain such a far-reaching goal, managers rely on benefits of progressively more powerful technologies, which include new concepts and new equipment as well as more highly qualified personnel.

Upon successful completion of this program, the student should be prepared for positions as word processors, supervisors of word processors, and managers of word processing operations.

The word processing option consists of the core curriculum and the following courses.

	Semester Hours
Data Base Management	3
Word Processing I	3
Word Processing II	3
Office Procedures	3
Machine Transcription	3
Intermediate Typewriting or Advanced Typewriting	3
Electives - Business and Activities with not more than 4 hrs. in Activities	10
<b>Total</b>	<b>28</b>

## SUGGESTED OUTLINE OF COURSES FOR BUSINESS TECHNOLOGY

ADMINISTRATIVE SECRETARY  
(ADMS)

Advisors: Mrs. Bynum, Mrs. Everett, Mrs. Pitts

## FRESHMAN YEAR

First Semester	Second Semester
TSC 1113 or 1123 Typewriting . . . . . 3	TSC 1123 or 2113 Typewriting . . . . . 3
TSC 1213 or 1123 Shorthand . . . . . 3	TSC 1223 or 2213 Shorthand . . . . . 3
TSC 2523 Business Calculations	TSC 2523 Business Calculations
or	or
TSC 1813 Intro. to Information Processing . . . . . 3	TSC 1813 Intro. to Information Processing . . . . . 3
TSC 1013 Records Management . . . . . 3	ACC 1213 Accounting I . . . . . 3
ENG 1113 English Composition I . . . . . 3	ENG 1123 English Composition II . . . . . 3
Band, Choir, P.E., Varsity	Band, Choir, P.E., Varsity
Sports, Social Usage . . . . . 1	Sports, Social Usage . . . . . 1
<b>16</b>	<b>16</b>

## SOPHOMORE YEAR

First Semester	Second Semester
TSC 2813 Word Processing I . . . . . 3	TSC 2533 Machine Transcription . . . . . 3
TSC 1613 Business English . . . . . 3	TSC 2613 Business Communications . . . . . 3
TSC 1013 Introduction to Business . . . . . 3	TSC 2913 Office Procedures . . . . . 3
PSY 1113 Oral Communication . . . . . 3	PSY 1513 General Psychology . . . . . 3
PSY 2213 Physical Science . . . . . 3	TSC 2213 Shorthand or Elective . . . . . 3
Band, Choir, P.E., Varsity	Band, Choir, P.E., Varsity
Sports, Social Usage . . . . . 1	Sports, Social Usage . . . . . 1
<b>16</b>	<b>16</b>

ADMINISTRATIVE ASSISTANT  
(ADMA)

Advisors: Mrs. Bynum, Mrs. Everett, Mrs. Pitts

## FRESHMAN YEAR

First Semester	Second Semester
TSC 1113 or 1123 Typewriting . . . . . 3	TSC 1123 or 2113 Typewriting . . . . . 3
TSC 2523 Business Calculations	TSC 2523 Business Calculations
or	or
TSC 1813 Intro. to Information Processing . . . . . 3	TSC 1813 Intro. to Information Processing . . . . . 3
TSC 1013 Introduction to Business . . . . . 3	ENG 1123 English Composition II . . . . . 3
ENG 1113 English Composition I . . . . . 3	SPT 1113 Oral Communication . . . . . 3
PSY 1513 General Psychology . . . . . 3	Business Elective . . . . . 3
Band, Choir, P.E., Varsity	Band, Choir, P.E., Varsity
Sports, Social Usage . . . . . 1	Sports, Social Usage . . . . . 1
<b>16</b>	<b>16</b>



## SOPHOMORE YEAR

First Semester	Second Semester
TSC 1313 Records Management . . . . .3	TSC 2613 Business Communications . . . . .3
TSC 2813 Word Processing I . . . . .3	TSC 2533 Machine Transcription . . . . .3
ACC 1213 Accounting I . . . . .3	TSC 2823 Word Processing II . . . . .3
TSC 1613 Business English . . . . .3	ACC 1223 Accounting II . . . . .3
PHY 2213 Physical Science . . . . .3	TSC 2913 Office Procedures . . . . .3
Band, Choir, P.E., Varsity	Band, Choir, P.E., Varsity
Sports, Social Usage . . . . .1	Sports, Social Usage . . . . .1

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WORD PROCESSING  
(WOPR)

Advisors: Mrs. Bynum, Mrs. Everett, Mrs. Pitts

## FRESHMAN YEAR

First Semester	Second Semester
TSC 1113 or 1123 Typewriting . . . . .3	TSC 1123 or 2113 Typewriting . . . . .3
TSC 2523 Business Calculations or	TSC 2523 Business Calculations or
TSC 1813 Intro. to Information	TSC 1813 Intro. to Information
Processing . . . . .3	Processing . . . . .3
TSC 1013 Introduction to Business . . . . .3	ENG 1123 English Composition II . . . . .3
ENG 1113 English Composition I . . . . .3	SPT 1113 Oral Communication . . . . .3
PSY 1513 General Psychology . . . . .3	TSC 1313 Records Management . . . . .3
Band, Choir, P.E., Varsity	Band, Choir, P.E., Varsity
Sports, Social Usage . . . . .1	Sports, Social Usage . . . . .1

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## SOPHOMORE YEAR

First Semester	Second Semester
TSC 2523 Machine Transcription . . . . .3	TSC 2613 Business Communications . . . . .3
TSC 2813 Word Processing I . . . . .3	TDP Database Management . . . . .3
ACC 1213 Accounting I . . . . .3	TSC 2823 Word Processing II . . . . .3
TSC 1613 Business English . . . . .3	ACC 1223 Accounting II . . . . .3
PHY 2213 Physical Science . . . . .3	TSC 2913 Office Procedures . . . . .3
Band, Choir, P.E., Varsity	Band, Choir, P.E., Varsity
Sports, Social Usage . . . . .1	Sports, Social Usage . . . . .1

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Certificates may be awarded in each of the three programs in Business Technology. To earn a certificate a student must complete 30 semester hours of the degree program with a 12 semester hour emphasis in the specialized skilled subjects in that program. Suggested outlines follow.

ADMINISTRATIVE SECRETARY CERTIFICATE  
(ASBC)

Advisors: Mrs. Bynum, Mrs. Everett, Mrs. Pitts

First Semester	Second Semester
TSC 1113 or 1123 Typewriting . . . . .3	TSC 1123 or 2113 Typewriting . . . . .3
TSC 1213 or 1223 Shorthand . . . . .3	TSC 1223 or 2213 Shorthand . . . . .3
TSC 1613 Business English . . . . .3	TSC 2613 Business Communications . . . . .3
TSC 1313 Records Management . . . . .3	TSC 2533 Machine Transcription . . . . .3
TSC 1313 General Psychology . . . . .3	TSC 2913 Office Procedures . . . . .3
	SPT 1113 Oral Communication . . . . .3

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ADMINISTRATIVE ASSISTANT CERTIFICATE  
(AABC)

Advisors: Mrs. Bynum, Mrs. Everett, Mrs. Pitts

First Semester	Second Semester
TSC 1113 Typewriting	TSC 1123 Typewriting
or	or
TSC 1123 Typewriting . . . . .3	TSC 2113 Typewriting . . . . .3
TSC 1213 Accounting . . . . .3	TSC 2523 Business Calculations . . . . .3
TSC 1813 Int. to Information	TSC 2613 Business Communications . . . . .3
Processing . . . . .3	TSC 2913 Office Procedures . . . . .3
TSC 1613 Business English . . . . .3	PSY 1513 General Psychology . . . . .3
TSC 1313 Records Management . . . . .3	SPT 1113 Oral Communication . . . . .3

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WORD PROCESSING CERTIFICATE  
(WPBC)

Advisors: Mrs. Bynum, Mrs. Everett, Mrs. Pitts

First Semester	Second Semester
TSC 1113 Typewriting	TSC 2113 Typewriting . . . . .3
or	TSC 2813 Word Processing I . . . . .3
TSC 1123 Typewriting . . . . .3	TSC 2613 Business Communications . . . . .3
TSC 1813 Int. to Information	SPT 113 Oral Communication . . . . .3
Processing . . . . .3	TDP 2723 Database Mgt. . . . .3
TSC 1613 Business English . . . . .3	PHY 1513 General Psychology . . . . .3
TSC 2523 Business Calculations . . . . .3	
TSC 1313 Records Management . . . . .3	

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## CHILDCARE SUPERVISION TECHNOLOGY (CCST)

Advisor: Mrs. George

### FRESHMAN

First Semester	Second Semester
TCC 1113 Introduction to Early Childhood Education . . . . . 3	TCC 1224 Child Development II . . . . . 3
TCC 1214 Child Development I . . . . . 4	TCC 1323 Music for Young Children . . . . . 3
TCC 1313 Art for Young Children . . . . . 3	TCC 1333 Language Arts for Young Children . . . . . 3
ENG 1113 English Composition I . . . . . 3	ENG 1123 English Composition II . . . . . 3
PSY 1513 General Psychology . . . . . 3	PSY 2513 Child Psychology . . . . . 3

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### SOPHOMORE

First Semester	Second Semester
TCC 2343 Child Nutrition and Health Care . . . . . 3	TCC 2244 Child Development IV . . . . . 3
TCC 2414 Methods and Materials of Teaching Preschool . . . . . 4	TCC 2423 Administration of Preschool Programs . . . . . 3
TCC 2234 Child Development III . . . . . 4	SOC 2143 Marriage and Family . . . . . 3
** Science or Mathematics . . . . . 3	** Electives . . . . . 3
HPR 2213 First Aid . . . . . 3	SPT 1113 Oral Communications . . . . . 3

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\*\* Selected with approval of program adviser.

## COMPUTER TECHNOLOGY

The objective of the Computer Technology program is to prepare students for successful careers in today's computer-oriented society. The emphasis is directed toward developing competence in computer operations and/or programming so that upon successful completion of a two-year program, graduates may seek entry level positions in business, industry, government, or professional areas as computer operators or computer programmers.

The Associate in Applied Science degree is awarded for successful completion of either of the Computer Technology programs: Computer Programming or Computer Operations.

The following courses are required of all Computer Technology majors:

English Composition I, II	6
College Algebra	3
Prin. of Accounting I, II	6
Intro. to Data Processing	3
Computer Keyboarding	3
or	
Elem./Inter. Typewriting	
or	
Elective	

Humanities Elective	3
Speech	3
Introduction to Business	3
	30

Electives will be selected with the approval of the Computer Technology instructor.

## COMPUTER PROGRAMMING OPTION

The Computer Programming option provides training for employment as a computer programmer in a business-oriented environment. Instruction will be provided in several different programming languages, and "hands-on" experience will be included on microcomputers as well as on an on-line business computer system.

Entrance into the Computer Programming option requires admission to East Central Community College and a 12 composite score on the American College Test (ACT).

The Computer Programming option consists of the core courses as well as the following courses:

BASIC Programming	3
RPG Programming I, II	8
Electronic Spreadsheet	3
COBOL Programming I, II	8
System Analysis & Design	4
Data Processing Operations	3
Elective	5

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Electives will be selected with the approval of the Computer Technology instructor.

## Suggested Outline of Courses for Computer Technology

### COMPUTER PROGRAMMING (CPRO)

Advisors; Mrs. Griffin, Mrs. Johnson



## FRESHMAN YEAR

First Semester		Second Semester	
TDP 1113 Intro. to Data Processing...	3	MAT 1313 College Algebra	3
TDP 1213 Data Processing Operations	3	ENG 1123 English Composition	3
TDP 1313 BASIC Programming	3	BAD 1113 Intro. to Business	3
TSC Computer Keyboarding	3	TDP 1314 RPG Programming I	3
or		* Elective	
Elem/Inter Typewriting		Activity	
or			
* Elective			
Activity	1		
ENG 1113 English Composition	3		
	16		

## SOPHOMORE YEAR

First Semester		Second Semester	
ACC 1213 Prin. of Accounting	3	ACC 1223 Prin. of Accounting	3
TDP 2324 RPG Programming II	4	TDP 2524 COBOL Programming II	3
TDP 2514 COBOL Programming I	4	TDP 2412 S/A & Design	3
Humanities Elective	3	TDP 2623 Electronic Spreadsheet	3
SPT 1113 Oral Communication	3	TDP 2121 D.P. Seminar	3
Activity	1	Activity	
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\* Electives will be selected with the approval of the Computer Technology instructor.

## COMPUTER OPERATIONS OPTION

Upon successfully completing the Computer Operations option graduates should be prepared for positions as computer operators and/or data entry operators. Instruction will be provided on an on-line business computer system as well as on microcomputers.

Entrance into the Computer Operations option requires admission to East Central Community College and an 11 composite score on the American College Test (ACT).

The Computer Operations option consists of the core curriculum and the following courses:

BASIC Programming	3
Electronic Spreadsheet	3
Data Processing Operations	3
Adv. Data Processing Operations	3
Data Base Management	3
Business Calculations	3
Word Processing I, II	6
Electives	10
	34

Electives will be selected with the approval of the Computer Technology instructor.

## COMPUTER OPERATIONS

(COPE)

Advisors: Mrs. Griffin, Mrs. Johnson

## FRESHMAN YEAR

First Semester		Second Semester	
TDP 1113 Intro. to Data Processing...	3	MAT 1313 College Algebra	3
TDP 1213 Data Processing Operations	3	TDP 1223 Adv. D.P. Operations	3
ENG 1113 English Composition	3	ENG 1123 English Composition	3
BAD 1113 Intro. to Business	3	TSC 2523 Business Calculations	3
Computer Keyboarding	3	* Elective	3
or		Activity	1
Elem/Inter Typewriting			
or			
* Elective			
Activity	1		
	16		16

## SOPHOMORE YEAR

First Semester		Second Semester	
ACC 1213 Prin. of Accounting	3	ACC 1223 Prin. of Accounting	3
TDP 1313 BASIC Programming	3	TDP 2623 Electronic Spreadsheet	3
SPT 1113 Oral Communication	3	TDP 2723 Data Base Mgt.	3
TDP 2813 Word Processing I	3	TSC 2823 Word Processing II	3
Humanities Elective	3	* Elective	3
Activity	1	Activity	1
	16		16

\* Electives will be selected with the approval of the Computer Technology instructor.

## CERTIFICATE PROGRAM

The Computer Technology certificate program is designed for those students who wish to obtain employable skills without earning a degree.

To earn a certificate in Computer Technology a student must complete the 30 semester hours specified in the program. After successfully completing the certificate program, a student may enter the Computer Operations option.

Entrance into the certificate option requires admission to East Central Community College and an 11 composite score on the American College Test (ACT) or one semester of satisfactory college work.



## COMPUTER OPERATIONS (CTPC)

First Semester		Second Semester	
TDP 1113 Intro. to Data Processing	3	TDP 2623 Electronic Spreadsheet	
TDP 1213 D.P. Operations	3	TDP 2723 Data Base Mgt.	
TSC Computer Keyboarding	3	TDP 1223 Adv. D.P. Operations	
or		BAD 1113 Intro. to Business	
Elem./Inter. Typewriting		ENG 1123 English Composition	
or			
Elective			
ENG 1113 English Composition	3		
TDP 1313 BASIC Programming	3		

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## DRAFTING AND DESIGN TECHNOLOGY (DRAF)

Advisors: Mrs. Mayes, Mr. Harrison

The Drafting and Design Program is a two year technical program designed to give the student essential knowledge and skills required for efficient and productive performance in the field of drafting. East Central grants an Associate in Applied Science degree to students upon satisfactory completion of the curriculum and assists in placing students in gainful employment.

### FRESHMAN YEAR

First Semester		Second Semester	
*TDD 1113 Fund. of Drafting	3	TDD 1213 Descriptive Geometry	
TMD 1113 Technical Math I or		TDD 1123 Machine Drafting	
MAT 1313 Algebra	3	TMD 1213 Technical Math II or	
CSC 1113 Intro. to Computers	3	MAT 1323 Trigonometry	
ENG 1113 English Composition	3	*TDD 2813 Strength of Materials	
TDD 2613 Cost Estimating	3	TDD 2513 Survey & TOPO I	
SOC 2113 Intro. to Sociology	3		

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### SOPHOMORE YEAR

First Semester		Second Semester	
*TDD 2414 Elec., Piping and Sheet		TDD 2314 Structural Drafting	
Metal Drafting	3	*TDD 2723 Arch. Drafting II	
TDD 1133 Intro. to CAD	4	SPT 1113 Oral Communication	
TDD 2714 Architectural Draft. I	3	TDD 2133 Advanced CAD	
TDD 2523 Surveying & TOPO II	3	*TDD 2913 Industrial Relations	
PHY 2313 Survey of Gen. Physics I	3		

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\*One or more of these courses may be substituted with prior approval of the instructors.

## ELECTRONIC TECHNOLOGY (ELET)

Advisors: Mr. Keen, Mr. Lynn

The Electronic Technology curriculum is designed to prepare students for employment in government, business and industry as electronic diagnosticians and repair personnel on analog and digital equipment such as computer, digital and analog interface, process control, communication and multipurpose business machines. Successful completion of the two-year program leads to an Associate in Applied Science degree.

### FRESHMAN YEAR

First Semester		Second Semester	
TEL 1113 English Composition	3	TEL 1423 Technical Math II	3
TEL 1413 Technical Math I	3	TEL 1215 Electronic Devices and	
TEL 1113 Intro. to Electronic		Circuits	5
Technology	4	TEL 1225 Digital Principles	5
TEL 1125 Basic Electricity for		CSC 1213 Basic Computer	
Electronics	5	Programming	3
TEL 1133 Drafting for Electronics	3		

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### SOPHOMORE YEAR

First Semester		Second Semester	
PHY 2414 Physics	4	TEL 2325 Interfacing and Control	
TEL 2335 Linear Integrated Circuits	5	Systems	5
TEL 2315 Intro. to Micro-processor		TEL 2335 Trouble Analysis of	
Based Systems	5	Micro-processor	5
SPT 1113 Oral Communication	3	PHY 2424 Physics	4
		PSY 1513 General Psychology	3

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(TVPT)

CHOCTAW RESERVATION  
VIDEO PRODUCTION TECHNOLOGY

## First Semester

TVP 1115 Video as a Communications Medium.....	5
TVP 1125 Introduction to T.V. Production.....	5
TVP 1136 Videography I.....	6

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## Third Semester

TVP 1143 Videography II.....	3
TVP 2112 Videographics.....	2
TVP 2212 Scripting.....	2
SPT 1113 Oral Communications.....	3
PSY 1513 General Psychology I.....	3
Computer Science Elective.....	3

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## Fifth Semester

TVP 2323 Basic Engineering.....	3
TVP 2443 Seminar in Video Communications.....	3
TVP 2145 Advanced T.V. Production II.....	5
TVP 2553 Cable Operation.....	3

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## VOCATIONAL PROGRAMS

The following East Central Community College Vocational Programs are designed to prepare the student to learn a trade. A certificate is issued upon satisfactory completion of one of the programs. Many job opportunities are available to those who complete one of the programs. These programs are scheduled to meet six hours a day, five days a week, unless otherwise specified in the course description. Classroom activities in each vocation and related fields as well as laboratory experiences are given each student. A vocational learning lab is provided to give additional training to students in each trade area. See Cosmetology daily schedule, which includes seven hours a day, five days a week.

## AUTOMOTIVE MECHANICS

Advisor: Mr. McNair, Mr. Pearson

The Automotive Mechanics Curriculum is designed to give the student a working knowledge of the total operation of the automobile and to provide specialized skills in the diagnosing, repairing, rebuilding of components and servicing the latest models.

A student who has successfully completed two years of Auto Mechanics at the secondary level, or one who has sufficient amount of documented work or military experience in the automotive mechanic field, may elect to take a Challenge Exam. By scoring at or above the eighty percent accuracy level on the exam, the student will be permitted to enter the Automotive Mechanics Program at the Sophomore level. This will enable a student to complete the program in one year.

A student who completes the first year will receive a Certificate in Basic Automotive Mechanics. A student who completes the second year will receive a Certificate in Advanced Automotive Mechanics.

BASIC  
(AUTM)

## First Semester

VAM 1112 Introduction to Auto Mechanics.....	2
VAM 1214 Engine Rebuilding I.....	4
VAM 1314 Brakes I.....	4
VAM 1413 Fuel Systems I.....	3
VAM 1514 Electrical Systems.....	4

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## Second Semester

VAM 1124 Tune Up & Special Systems	4
VAM 1224 Suspension and Steering	4
VAM 1325 Introduction to Drive Train	5
VAM 1424 Automatic Transmissions	4

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17ADVANCED  
(AUME)

## Third Semester

VAM 2134 Suspension II & Front Wheel Drive.....	4
VAM 2234 Automatic Transmission II	4
VAM 2334 Brake Systems II.....	4
VAM 2435 Heating & Air-Conditioning.....	5

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## Fourth Semester

VAM 2144 Fuel Systems II.....	4
VAM 2245 Special Systems II (TBI, EFI, 3C).....	5
VAM 2344 Introduction to Foreign Cars.....	4
VAM 2444 Introduction to Automotive Diesel.....	4

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2,040 Clock Hours = 68 Semester Hours  
30 Clock Hours = 1 Semester Hour



## AUTOMOTIVE BODY & FENDER REPAIR (BODF)

Advisor: Mr. Shoemaker

The Automotive Body and Fender Repair curriculum is designed to equip the student with a working knowledge necessary to secure employment in the repair of automobile bodies. The students are provided with exposure to on-the-job situations through theory and practical work and straightening fenders and bodies, painting, replacing glass, arc and plastic welding, vinyl top repair and replacement. A student who completes the first year will receive a certificate in Basic Automotive Body and Fender Repair. A student who completes the second year will receive a certificate in Advanced Automotive Body and Fender Repair.

### BASIC (BODF)

First Semester	Second Semester
VBF 1112 Arc & Plastic Welding . . . . . 2	VBF 1126 Frame Straightening I . . . . . 4
VBF 1213 Gas Welding . . . . . 3	VBF 1228 Refinishing Processes and Painting I . . . . . 4
VBF 1316 Automotive Metals and Materials . . . . . 6	VBF 1323 Hardware and Trim . . . . . 4
VBF 1416 Panels, Fender Straightening and Painting I . . . . . 6	

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### ADVANCED (BOFE)

Third Semester	Fourth Semester
VBF 2134 Glass & Vinyl Top Replacement . . . . . 4	VBF 2149 Panel, Fender Straightening & Painting II . . . . . 4
VBF 2235 Frame Straightening II . . . . . 5	VBF 2248 Refinishing Processes and Painting II . . . . . 4
VBF 2338 Panel Replacement and Finishing . . . . . 8	

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2040 Clock Hours = 68 Semester Hours  
30 Clock Hours = 1 Semester Hour

Each semester all students will be enrolled in the same courses.

## VOCATIONAL ADMINISTRATIVE ASSISTANT

(Offered only at the Choctaw Vocational School, Philadelphia, MS)  
Certificates will be awarded to those students who complete the program satisfactorily.

First Semester	Second Semester
VOC 1110 Business Calculations . . . . . 0	VOC 1120 Intro. to Information Processing . . . . . 0
VOC 1210 Elementary Typewriting . . . . . 0	VOC 1220 Intermediate Typewriting . . . . . 0
VOC 1310 Records Management . . . . . 0	VOC 1320 Accounting . . . . . 0
VOC 1410 Business English . . . . . 0	VOC 1420 Business Communications . . . . . 0
Third Semester	
VOC 1130 Office Procedures . . . . . 0	
VOC 1230 Word Processing I . . . . . 0	
VOC 1330 On the Job Training . . . . . 0	

## CARPENTRY & CABINET MAKING (CCMA)

Advisor: Mr. Blackburn

This program is designed to prepare the student for the entry level of Carpentry and Cabinet Making trades. It provides training in the basic skills and technical knowledge in both rough and finish carpentry and in cabinet making. This training includes proper tools, equipment and material uses that are comparable to those that are used in the industry. This course of study will be centered around the performance of useful and/or productive jobs. A student who completes the first year will receive a certificate in Basic Carpentry. A student who completes the second year will receive a certificate in Advanced Carpentry.

### BASIC CARPENTRY (CCMA)

First Semester	Second Semester
VCC 1114 Plans, Specifications and Foundations . . . . . 4	VCC 1128 Cabinet Construction . . . . . 8
VCC 1215 Floor, Wall, Ceiling, Roof Framing & Roofing . . . . . 5	VCC 1225 Hardware, Trim & Laminates . . . . . 5
VCC 1318 Insulation, Exterior and Interior Finishing and Coordinating . . . . . 8	VCC 1324 Cabinet Finishing . . . . . 4

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## ADVANCED CARPENTRY (CACA)

Third Semester	
VCC 2134 Blueprint Reading, Specs, Codes & Foundation . . . . .	4
VCC 2235 Techniques in Framing and Roofing . . . . .	5
VCC 2338 Exterior & Interior Finishing, Insulating and Coordinating . . . . .	8

Fourth Semester	
VCC 2148 Cabinet Construction Techniques . . . . .	4
VCC 2245 Laminate Application Trim and Hardware . . . . .	4
VCC 2344 Cabinet Finishing . . . . .	4

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2,040 Clock Hours . . . . . 68 Semester Hours

30 Clock Hours = One Semester Hour

Each semester all students will be enrolled in the same courses.

## COSMETOLOGY (COSM)

Advisors: Mrs. Griffin, Mrs. Keen

This course is designed for those who want to become cosmetologists. The course has been approved by the State Board of Education and the Mississippi Board of Cosmetology. It has the approval and support of beauty salon owners and operators throughout this area of the State.

A student enrolling must be at least 18 years of age or must have completed high school. If a student is over 18 years of age and has completed the 10th grade of high school or 10th grade equivalence of the GED, they may enroll.

During the training period, students must maintain an overall average grade of 85 to be eligible for State Board Examination in order to attain a license.

Fifteen hundred clock hours of training are required to complete the course. These 1500 hours are completed in the 12-month course.

Fall Semester	
VCO 1113 Cosmetology Theory . . . . .	3
VCO 1218 Cosmetology Practical I . . . . .	8
VCO 1318 Cosmetology Practical II . . . . .	8

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Summer Semester	
VCO 1133 Cosmetology Theory . . . . .	3
VCO 1236 Cosmetology Practical V . . . . .	6
VCO 1336 Cosmetology Practical VI . . . . .	6

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1590 Clock Hours = 53 Semester Hours . . . . . 30 Clock Hours = 1 Sem. Hr.  
Each semester all students will be enrolled in the same courses.

## ELECTRICITY (ELEC)

Advisor: Mr. Vaughn

This program is designed to provide training for placement of students at the entry level of electricity in the areas of residential wiring, commercial wiring and motors, motor controls, working with power companies, industrial electrical maintenance. Theory and practical application are used to the fullest.

Fall Semester	
VEL 1116 Electrical Principles . . . . .	6
VEL 1215 Electrical Wiring of Residences . . . . .	5
VEL 1314 Industrial Wiring . . . . .	4
VEL 1412 Electrical Print Reading . . . . .	2

17

Summer Semester	
VEL 1134 Industrial Motor Controls . . . . .	4
VEL 1233 Electric Motors (A/C) . . . . .	3
VEL 1333 Electric Motors (D/C) . . . . .	3

10

1,320 Clock Hours . . . . . 44 Semester Hours

30 Clock Hours = 1 Semester Hour

Each semester all students will be enrolled in the same courses.

## MACHINE SHOP (MACH)

Advisor: Mr. McKee

This program is designed to prepare the student to enter the machinist trade at the apprentice level. The student will be able to interpret blueprints, make necessary shop mathematical calculations, and skillfully operate the lathe, shaper, milling machines, grinders, drills, and make precision measurements. Also, the student will be competent in machining methods, metallurgy, heat treatment of metals and other pertinent aspects of the trade.

First Semester	
VMS 1111 Orientation & Safety . . . . .	1
VMS 1512 Precision Measurement . . . . .	2
VMS 1213 Basic Blueprint Reading . . . . .	3
VMS 1313 Bench Work & Layout . . . . .	3
VMS 1418 Engine Lathe . . . . .	8

17

Second Semester	
VMS 1123 Metal Sawing Process . . . . .	3
VMS 1223 Blueprint Reading . . . . .	3
VMS 1328 Vertical Milling and Jig Borer . . . . .	8
VMS 1423 Drilling Machines . . . . .	3

17



Third Semester		Fourth Semester	
VMS 2138 Horizontal Milling	8	VMS 2142 Cutting Tools & Cutting Fluids	
VMS 2235 Metallurgy & Physics of Metal Cutting	5	VMS 2248 Grinding Machines	
VMS 2334 Special Process	4	VMS 2344 Brazing & Welding	
		VMS 2443 Shoper	

17

2,040 Clock Hours . . . . . 68 Semester Hours

30 Clock Hours = One Semester Hour

Each semester all students will be enrolled in the same courses.

## MASONRY (MATR)

Advisor: Mr. McElhenney

This program is designed to prepare an individual for gaining employment in the masonry trades. It provides the individual with the opportunity to acquire knowledge and develop skills within the limit of individual capabilities. This course includes theory and practical work on varied live projects.

Fall Semester		Spring Semester	
VMA 1113 History of Masonry, Tools Equipment & Masonry Materials	3	VMA 1123 Methods of Estimating	
VMA 1217 Bonds, Patterns & Texture & Wall Types	7	VMA 1227 Reinforced Masonry	
VMA 1317 Masonry Construction & Cleaning	7	VMA 1327 Chimney & Fireplaces	

17

1,020 Clock Hours . . . . . 34 Semester Hours

30 Clock Hours = 1 Semester Hour

Each semester all students will be enrolled in the same courses.

## REFRIGERATION & AIR-CONDITIONING (REAC)

Advisor: Mr. Miles

This Refrigeration & Air-Conditioning and Heating Course is designed to prepare students to enter the field of work at or above the entry level. The person will be able to install, service, troubleshoot and repair equipment in this field. Safety will be emphasized as well as trade terminology and employer-employee relations.

First Semester		Second Semester	
VAR 1114 Soldering, Brazing, Welding Pipe & Flaring Tubing	4	VAR 1124 Basic Compression System & Servicing	4
VAR 1214 Basic Compression Refrigeration	4	VAR 1224 Compressor Construction	4
VAR 1314 Wiring Diagrams	4	VAR 1324 Thermostats	4
VAR 1415 Domestic Refrigeration Fundamentals	5	VAR 1425 Electric Motors and Controls	5

17

Third Semester		Fourth Semester	
VAR 2134 Refrigerants & Controls	4	VAR 2144 Load Calculations	4
VAR 2235 Commercial Systems	5	VAR 2244 Air Distribution	4
VAR 2334 Introduction to Heat	4	VAR 2344 Heat Pump	4
VAR 2434 Gas & Electric Heat	4	VAR 2445 Troubleshooting, Repairing & Customer Relations	5

17

2,040 Clock Hours . . . . . 64 Semester Hours

30 Clock Hours = 1 Semester Hour

Each semester all students will be enrolled in the same courses.

## WELDING (WELD)

Advisor: Mr. Clay

This program is designed to prepare an individual to enter welding at the entry level. The student will learn basic and advanced gas welding, arc welding, tungsten welding, metal cutting, safety, using the latest technique and equipment; the student completing this program can expect to find employment in the ship building, automobile industry, railway cars, aircraft manufacture, bridges, power plants, etc.

FALL SEMESTER	
WVE 1218 Oxyacetylene Cutting and Welding	8
WVE 1119 Basic Arc Welding	9
	17

### SPRING SEMESTER

WVE 1019 Tungsten Inert Gas (TIG) and GMAW (MIG)	9
WVE 1128 Advanced Arc Welding	8

17

1,020 Clock Hours . . . . . 34 Semester Hours

30 Clock Hours = 1 Semester Hour

Each semester all students will be enrolled in the same courses.



## CHAPTER 6

# DESCRIPTION OF COURSES UNIVERSITY PARALLEL

Beginning with the 1971-72 academic year East Central Community College converted to the common course number system adopted by the Mississippi Association of Community Colleges. The new numbers for University Parallel Courses carry four digits. The first digit indicates the year that the course is normally taught. Generally courses required or recommended for freshmen begin with a 1 and courses at the sophomore level begin with a 2. The last digit indicates semester hours credit carried by the course. The second and third digits are used in separate courses within departments. The course descriptions are those adopted in the uniform numbering system and are intended to be equivalent to those courses at the same level at four-year institutions.

## ACCOUNTING

**ACC 1213 — PRINCIPLES OF ACCOUNTING** — A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. Three lectures and one hour laboratory. Three semester hours credit.

**ACC 1223 — PRINCIPLES OF ACCOUNTING** — A continuation of Accounting 1213. Prerequisite: Accounting 1213. Three lectures and one hour laboratory. Three semester hours credit.

## ART

**ART 1113 — ART APPRECIATION** — A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphics, minor art, and industrial arts) on a conceptual basis. Three lectures. Three semester hours credit.

**ART 1313 — DRAWING I** — Study of basic principles of construction of visual forms. Emphasis on line, perspective, and shading. Use of black and white media, pencil, charcoal. Required of art majors. Six hours laboratory. Three semester hours credit.

**ART 1023 — DRAWING II** — (Prerequisite: ART 1213) Introduction to color dynamics and precision drawing as used in creative expression. Emphasis on composition. Required of art majors. Six hours laboratory. Three semester hours credit.

**ART 1413 — DESIGN I** — Emphasis on principles and materials in visual design. Introduction to theory and terms. Use of color theory and elementary lettering. Required of art majors. Six hours laboratory. Three semester hours credit.

**ART 1423 — DESIGN II** — (Prerequisite: ART 1313 or special permission of the instructor). Continuation of basic principles of design, color, and texture. Creative approach to three dimensional design. Study of methods of water color, tempera and fluid media. Required of art majors. Six hours laboratory. Three semester hours credit.

**ART 1913 — ART FOR ELEMENTARY TEACHERS** — Designed for the needs of the elementary education student. Includes essentials of public school art, study of development of the children's art, experiences with major forms of two-dimensional art problems, and experiences with a variety of media. Two lectures and two hours laboratory per week. Three semester hours credit.

**ART 2513 — PAINTING I** — (Prerequisite: ART 1313, 1323, 1413 & 1423) Techniques used in painting water colors, oils, pastels, or other media, in still life and landscape pictures. Six hours laboratory. Three semester hours credit.

**ART 2613 — CERAMICS I** — A studio course designed to cover the making of pottery from the building by hand or throwing on the potter's wheel to the application of ceramic glazes and the firing procedures. An appreciation of the ceramics of the past and present will be included. Six hours laboratory. Three semester hours credit.

**ART 2633 — SCULPTURE I** — Problems in ceramic sculpture. Study of glaze mixing and application. Six hours laboratory. Three semester hours credit.

## BIOLOGY

**BIO 1134 — GENERAL BIOLOGY** — A laboratory course in general biological principles including a survey of the kinds of plants and animals, their structure, and function, and relationships with each other and the environment. Three lectures and two hours laboratory. Four semester hours credit.

**BIO 1144 — GENERAL BIOLOGY** — A continuation of BIO 1134. Three lectures and two hours laboratory. Four semester hours credit.

**BIO 2414 — ZOOLOGY** — A laboratory course dealing with the application of biological principles to the study of animals including a survey of the kinds, their structure and function. Emphasis is on the invertebrates. Three lectures and two hours laboratory. Four semester hours credit.



BIO 2424 — ZOOLOGY — A continuation of BIO 2414 with emphasis on the vertebrates. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2514 — HUMAN ANATOMY AND PHYSIOLOGY — Study is made of anatomy and physiology of the human body as an integrated whole with more detailed studies of the skeletal, muscular, and nervous systems. General Chemistry recommended. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2524 — HUMAN ANATOMY AND PHYSIOLOGY — A continuation of Anatomy and Physiology 2514 in which the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems are studied. Prerequisite: Human Anatomy 2513. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2924 — MICROBIOLOGY — A survey of the microbes (microscopic organisms) of both plant and animal kingdoms, with emphasis and detailed study being placed on those affecting other forms of life, especially man. Laboratory is devoted to basic techniques of microbial study, such as culturing, identifying, control, anatomy, and life cycles. Three hours lecture and two hours laboratory. Four semester hours credit.

### BUSINESS ADMINISTRATION

BAD 1113 — INTRODUCTION TO BUSINESS — An introduction to the major divisions of study that will be followed in succeeding business courses such as Business Organization, Accounting, Business Law, and other related courses. Three lectures. Three semester hours credit.

BAD 2323 — BUSINESS STATISTICS — Introduction to statistical data for business management and control. Three lectures. Three semester hours credit.

BAD 2413 — BUSINESS LAW I — Designed to acquaint the student with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law, law of contracts, agencies and employment, negotiable instruments and commercial papers. Three lectures. Three semester hours credit.

BAD 2423 — BUSINESS LAW II — A continuation of Business Law 2413 and is designed to cover the following specific areas: sales contracts, personal property and bailments, partnerships, corporations, real property and leases, insurance security and mortgages, and bankruptcy. Three lectures. Three semester hours credit.

### CHEMISTRY

CHE 1214 — GENERAL CHEMISTRY I — Atomic and molecular structure, periodicity and atomic properties, stoichiometry, the mole concept,

types of solutions, energy-enthalpy.

CHE 1224 — GENERAL CHEMISTRY II — Gases, kinetics, equilibria, thermodynamics, electrochemistry, nuclear chemistry, coordination compounds.

CHE 2424 — ORGANIC CHEMISTRY I — A study of the basic principles of carbon chemistry, bonding structure, and behavior; aliphatic compounds; identification and preparation of compounds. Prerequisite: General Chemistry 1224. Three lectures and three hours laboratory. Four semester hours credit.

CHE 2434 — ORGANIC CHEMISTRY II — A continuation of Chemistry 2424. A study of Aromatic and complex compounds. Three lectures and three hours laboratory. Four semester hours credit.

### COMPUTER SCIENCE

CSC 1113 — INTRODUCTION TO COMPUTER CONCEPTS — A basic course that advances concepts, terminology, and theory of modern computers and provides a background in programming languages. Three lectures. Three semester hours.

CSC 1213 — BASIC COMPUTER PROGRAMMING — The writing of programs using the BASIC computer language. It is not open to Data Processing or Computer Science majors. Three lectures. Three semester hours.

CSC 1313 — FORTRAN PROGRAMMING — Introduction to digital computers and computer programming using the FORTRAN language. Three lectures. Three semester hours.

CSC 1633 — COMPUTER PROGRAMMING I — Introduction to problem-solving methods and algorithm development; designing, debugging, & documentation in a high-level programming language with a variety of applications. Three hours lecture. Credit, three semester hours.

CSC 2623 — COMPUTER PROGRAMMING II — Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging & testing of larger programs. Three hours lecture. Credit, three semester hours. Prerequisite: Computer Programming I.

### CRIMINAL JUSTICE

CIV 1313 — INTRODUCTION TO CRIMINAL JUSTICE — History, development, and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation.



## ECONOMICS

- ECO 2113 — PRINCIPLES OF ECONOMICS (MACROECONOMICS) — An introduction to economic principles, problems, and policies with emphasis on the monetary system and national income theory and measurement. Three lectures. Three semester hours credit.
- ECO 2123 — PRINCIPLES OF ECONOMICS (MICROECONOMICS) — A continuation of Economics 2113 with emphasis on price and production theory and international trade. Three lectures. Three semester hours credit.

## EDUCATION

- EDU 1613 — FOUNDATIONS OF EDUCATION — Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Three lectures. Three semester hours credit. (EPY 1613.)
- EDU 2543 — EDUCATIONAL PSYCHOLOGY — This course includes the study of such topics as health, general process of growth, interest and incentives, social psychology of the child, and development of intellectual efficiency and learning. Three lectures. Three semester hours credit. Pre-requisite: EPY 1513.
- EDU 1321 — CAREER EXPLORATION — A course designed to assist students in determining career goals. Interest tests, personality inventories, and aptitude tests are given to help students determine career choices.
- EDU 1411 — IMPROVEMENT OF STUDY — Effective study and reading technique.

## EDUCATIONAL PSYCHOLOGY

- EPY 2513 — CHILD PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT I) — A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three semester hours credit.
- EPY 2523 — ADOLESCENT PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT II) — A study of the individual during adolescent years. Three lectures. Three semester hours credit.

## ENGLISH

- ENG 1103 — DEVELOPMENTAL ENGLISH I — This course covers basic reading and oral communication skills with special emphasis on comprehension and vocabulary building in reading and standard English pronunciation in speaking. Three hours per week. Three semester hours credit.

- ENG 1203 — DEVELOPMENTAL ENGLISH II — This course covers the basics of English writing with emphasis on identifying and correcting the problems of individual students. The course involves sentence and paragraph writing, as well as practical writing such as business letters and resumes. Three hours per week. Three semester hours.
- ENG 1113 — ENGLISH COMPOSITION — A study of grammar and composition, with emphasis on the sentence and the paragraph, readings, frequent themes. Three lectures. Three semester hours credit.
- ENG 1123 — ENGLISH COMPOSITION — A continuation of English 1113 with emphasis on the whole composition. Readings, themes, and research paper required. Three lectures. Three semester hours credit.
- ENG 1213 and 1223 — HONORS ENGLISH COMPOSITION — Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization and precise writing. Special attention given to critical reading, to written analysis, to using the library, and to documented research writing. Enrollment by invitation. Three semester hours credit each.
- ENG 2223 — AMERICAN LITERATURE — Representative prose and poetry of the United States from colonial beginnings to Walt Whitman. Three lectures. Three semester hours credit.
- ENG 2233 — AMERICAN LITERATURE II — Representative prose and poetry of the United States from Walt Whitman to the present. Three lectures. Three semester hours credit.
- ENG 2323 — ENGLISH LITERATURE I — A survey of English literature from Beowulf through the Age of Neo-Classicism. Three lectures. Three semester hours credit.
- ENG 2333 — ENGLISH LITERATURE II — A survey of English literature from the Age of Revolution and Romance to the present time. Three lectures. Three semester hours credit.
- ENG 2353 — HONORS ENGLISH LITERATURE I — (Prerequisite: six semester hours in Freshman Composition) Designed for students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. A study of English Literature from its beginnings until 1798. An individualized course with attempts to program the study of literature to the student's major interests and skills. Enrollment by invitation.
- ENG 2363 — HONORS ENGLISH LITERATURE II — (Prerequisite: six semester hours in Freshman Composition) Designed for students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. A study of English Literature from 1798 until the present. An individualized course which attempts to program the study of literature to the student's major interest and skills. Enrollment by invitation.



## GEOGRAPHY

GEO 1113 — WORLD GEOGRAPHY — A regional survey of the land geographic features and major new developments of the nations of the world. Three lectures. Three semester hours credit.

## HEALTH PHYSICAL EDUCATION AND RECREATION

HPR 1131 — VARSITY SPORTS — Participation in football, basketball, baseball, tennis, or golf. One semester hour credit.

HPR 1141 — VARSITY SPORTS — Participation in football, basketball, baseball, tennis, or golf. One semester hour credit.

HPR 1213 — PERSONAL AND COMMUNITY HEALTH — Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lectures. Three semester hours credit.

HPR 1313 — INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION — Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three semester hours credit.

HPR 2131 — VARSITY SPORTS — Participation in football, basketball, baseball, tennis, or golf. One semester hour credit.

HPR 2141 — VARSITY SPORTS — Participation in football, basketball, baseball, tennis, or golf. One semester hour credit.

HPR 2213 — FIRST AID — Instruction and practice in methods prescribed in the American Red Cross standard and advanced courses. Three lectures. Three semester hours credit.

HPR 2323 — RECREATIONAL LEADERSHIP — Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three semester hours credit.

HPR 2531 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in tennis. Two hours per week. One semester hour credit.

HPR 2541 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in golf fundamentals, rules, and etiquette. Two hours per week. One semester hour credit.

HPR 2551 — FITNESS AND CONDITIONING TRAINING — Lecture and practice in weights and conditioning. Two hours per week. One semester hour credit.

HPR 2561 — FITNESS AND CONDITIONING TRAINING — Lecture and practice in weights and conditioning. Two hours per week. One semester hour credit.

## HISTORY

HIS 1163 — WORLD CIVILIZATION I — A survey of man's struggle for civilization from early times to the times of the Commercial Revolution and the New Society. Covers all major areas of the globe with all receiving appropriate attention. Three lectures, three semester hours credit.

HIS 1173 — WORLD CIVILIZATION II — A continuation of HIS 1163 from the Age of Absolutism through a survey of Modern World Problems. Emphasis again placed, as appropriate, on all areas of the world. Three lectures; three semester hours credit.

HIS 2213 — AMERICAN (U.S.) HISTORY I — A survey of U.S. history from the period of discovery and exploration through Reconstruction.

HIS 2223 — AMERICAN (U.S.) HISTORY II — A survey of U.S. history from Reconstruction to the present. Three lectures. Three semester hours credit.

HIS 2243 — HONORS AMERICAN (U.S.) HISTORY I — Substitutes for HIS 2213. Survey of political, economic, and social developments to 1877. Special projects and recitations required. Instructor approval required.

HIS 2253 — HONORS AMERICAN (U.S.) HISTORY II — Substitutes for HIS 2223. Continued survey of political, economic, and social developments since 1877. Special projects and recitations required. Instructor approval required.

## HOME ECONOMICS

HEC 1111 — SOCIAL USAGE — The essentials of good manners and accepted standards of social usage. One lecture. One semester hour credit.

HEC 1131 — INTRODUCTION TO MODELING — A course designed to teach students all the fundamentals of visual poise together with modeling techniques. Through this course, a student will learn not only basic rules for modeling, but will also learn the various fields of modeling and will gain experience modeling and writing commentaries. Two hours laboratory. One semester hour credit.

HEC 1141 — MODELING — A course designed to practice modeling and to train students to be professional models. The students will participate in style shows and for various other audiences. Prerequisite: Introduction to Modeling and selection to Fashion Squad. Two hours laboratory. One semester hour activity credit.

## HUMANITIES

HUM 1113 — HUMANITIES — Deals with the achievements of Western man as reflected in the art, architecture, and customs of selected European countries. This course consists of a tour which culminates in a supervised project to be completed by the student. With the comple-



tion of the tour and the project, a student shall earn three semester hours of credit in the humanities.

### MATHEMATICS

- MAT 1203 — DEVELOPMENTAL ALGEBRA** — Elementary Algebra. Three hours. Three semester hours credit.
- MAT 1233 — INTERMEDIATE ALGEBRA** — (Prerequisite: One year high school algebra or MAT 1203) This course is designed for students whose qualifications are deficient for College Algebra or Technical Math. Materials covered include algebraic factoring, fractions, problem solving, roots and radicals, quadratics, graphs, simultaneous equations, and basic geometric concepts.
- MAT 1313 — COLLEGE ALGEBRA** — A review of algebraic operations, systems of linear equations, and a study of logarithms, determinants, progressions, binomial theorem, partial fractions, and theory of equations. Three lectures. Three semester hours credit.
- MAT 1323 — TRIGONOMETRY** — The study of solutions of right and oblique triangles, identities, trigonometric equations, and polar and parametric equations. Three lectures. Three semester hours credit.
- MAT 1333 — FINITE MATHEMATICS** — Review of systems of linear equations and inequalities in two and three variables, linear programming, basic methodology of calculus with orientation toward business decision-making. Three lectures. Three semester hours credit.
- MAT 1613 — CALCULUS I** — Coordinate systems, basic theorems of analytics, functions, limits, the derivative, the integral, differentiation and integration of algebraic functions, and applications. Three lectures. Three semester hours credit. (1823)
- MAT 1623 — CALCULUS II** — Differentiation and integration of transcendental functions, the definite integral, methods of integration, applications. Three lectures. Three semester hours credit. Prerequisite: MAT 1613.
- MAT 1723 — THE REAL NUMBER SYSTEM** — Structure and properties of number systems of arithmetic. Limited to students preparing to teach. Three lectures. Three semester hours credit.
- MAT 1733 — INFORMAL GEOMETRY AND ALGEBRA** — Basic ideas and structure of algebra; intuitive foundations of geometry. Three lectures. Three semester hours credit.
- MAT 2613 — CALCULUS III** — Solid analytics vector, improper integrals, line integration. Three lectures. Three semester hours credit.
- MAT 2623 — CALCULUS IV** — Infinite series, partial differentiation, multiple integrals. Three lectures. Three semester hours credit. Prerequisite: MAT 2613.
- MAT 2913 — DIFFERENTIAL EQUATIONS** — Solution of first and higher order differential equations; existence theorems; solution by series; and

application to problems in geometry, physics and chemistry. Three lectures. Three semester hours credit. Prerequisite: MAT 2623.

### MODERN FOREIGN LANGUAGE

- SPL 1113 — ELEMENTARY SPANISH I** — Designed to develop language skills of speaking, reading and writing. Phonetic symbols are used to aid correct pronunciation. Three lectures. Three semester hours credit.
- SPL 1123 — ELEMENTARY SPANISH II** — A continuation of Spanish 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three lectures. Three semester hours credit.
- SPL 2213 — INTERMEDIATE SPANISH I** — A verb and grammar review and a further development of language skills. Reading materials used have literary and cultural value. Recording equipment is available for student's use. Conversaphone records are used.
- SPL 2223 — INTERMEDIATE SPANISH II** — A continuation of Spanish 2213. Special attention is given to rapid reading. Recording equipment permits the student to record and listen to his own and other students use of the language.

### MUSIC FOUNDATIONS

(Education, History, Literature and Theory)

- MUS 1113 — MUSIC APPRECIATION** — Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three semester hours credit.
- MUS 1123 — MUSIC SURVEY (Majors)** — Listening course, designed to acquaint the music major with basic stylistic traits of the major eras of music history from the renaissance to the present. Three lectures. Three semester hours credit.
- MUS 1133 — FUNDAMENTALS OF MUSIC** — Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions.
- MUS 1214 — MUSIC THEORY I** — Basic training in harmonic, melodic, and rhythmic elements of music. Four-part writing, ear-training, dictation, keyboard-harmony, and sight singing. Three lectures and two hours laboratory. Four semester hours credit.
- MUS 1224 — MUSIC THEORY II** — A continuation of MUS 1214. Three lectures and two hours laboratory. Four semester hours credit.
- MUS 2214 — MUSIC THEORY III** — A continuation of MUS 1224. Three lectures and two hours laboratory. Four semester hours credit.
- MUS 2224 — MUSIC THEORY IV** — A continuation of MUS 2214. Three lectures and two hours laboratory. Four semester hours credit.
- MUS 2513 — MUSIC FOR CHILDREN I** — Music course designed for



elementary education majors. A study of the fundamentals of music singing activities, accompanying skills and the application of teaching music to children. Three lectures. Three semester hours credit.

### MUSIC APPLIED

(Brass, Organ, Percussion, Piano, Voice and Woodwinds)

All applied music requires one half-hour lesson per semester hour credit. All students interested in Applied Music are to consult the instructor before scheduling.

MUA 1141, 1151, 2141, 2151 — BRASS FOR NON-MAJORS (Elective Brass) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUA 1172, 1182, 2172, 2182 — BRASS FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1331, 1341, 2331, 2341 — ORGAN FOR NON MAJORS (Elective Organ) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUA 1362, 1372, 2362, 2372 — ORGAN FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1441, 1451, 2441, 2451 — PERCUSSION FOR NON-MAJORS (Elective Percussion) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUA 1511, 1521, 2511, 2521 — CLASS PIANO I, II, III, & IV — One hour lesson. One semester hour credit.

MUA 1541, 1551, 2541, 2551 — PIANO FOR NON-MAJORS (Elective piano - Prerequisite: Previous piano study) I, II, III, & IV - Half-hour lesson. One semester hour credit.

MUA 1572, 1582, 2572, 2582 — PIANO FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1711, 1721, 2711, 2721 — CLASS VOICE I, II, III, & IV — One hour lesson. One semester hour credit.

MUA 1741, 1751, 2741, 2721 — VOICE FOR NON-MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1762, 1782, 2762, 2782 — VOICE FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1841, 1851, 2841, 2851 — WOODWINDS FOR NON-MAJORS (Elective Woodwinds) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUA 1872, 1882, 2872, 2882 — WOODWINDS FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1472, 1482, 2472, 2482 — PERCUSSION FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

### MUSIC ORGANIZATIONS

(Marching Band, Centralettes, Concert Band, Jazz Band, Pit Orchestra, Chorus, Collegians)

MUO 1111, 1121, 2111, 2121 — BAND I, II, III, & IV — One semester hour credit.

MUO 1211, 1221, 2211, 2221 — CHORUS I, II, III, & IV — One semester hour credit.

### PHILOSOPHY AND BIBLE

PHI 1113 — OLD TESTAMENT SURVEY — This is a study of the Old Testament covering the recorded events prior to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy and poetry.

PHI 1133 — NEW TESTAMENT SURVEY — This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in Gospels, Acts, and the other New Testament books.

PHI 1153 — THE LIFE OF CHRIST — The aim of this course is to give the student a general knowledge of the most important events in the life of Christ in a chronological order as found in the Gospels. The Gospels will be studied as a unit endeavoring to get a composite picture of the life and earthly ministry of Jesus.

### PHYSICS

PHY 2213 — PHYSICAL SCIENCE SURVEY I (Non-Lab) — Designed for the non-technical student. A survey of laws of physics and astronomy.

PHY 2223 — PHYSICAL SCIENCE SURVEY II (Non-Lab) — Designed for the non-technical student. A survey of chemistry, meteorology, and geology.

PHY 2313 — SURVEY OF GENERAL PHYSICS I — A study of laws of mechanics and heat. Two lectures and two hours laboratory. Three semester hours credit.

PHY 2323 — SURVEY OF GENERAL PHYSICS II — A study of laws of electricity and sound. Two lectures and two hours laboratory. Three semester hours credit.

PHY 2414 — GENERAL PHYSICS — The fundamental concepts and laws of mechanics, heat and sound. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: MAT 1323.

PHY 2424 — GENERAL PHYSICS — The fundamental concepts and laws of electricity, magnetism, light and modern physics. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: PHY 2414.

### POLITICAL SCIENCE

PSC 1153 — Honors American National Government substitutes for PSC 1113. Survey of the organizations, political aspects of and basis for American Government. Special projects and recitations required. Instructor approval required.



PSC 1113 — AMERICAN NATIONAL GOVERNMENT — Survey of the organizations, political aspects of and basis for American Government. Three lectures. Three semester hours credit.

PSC 1123 — AMERICAN STATE AND LOCAL GOVERNMENT — Relationship between state and federal government and between states and their subdivisions; organization, function, and operation of executive, legislative, and judiciary; elections and suffrage generally, Mississippi particularly. Three lectures. Three semester hours credit.

## PSYCHOLOGY

PSY 1513 — GENERAL PSYCHOLOGY I — An introduction to the scientific study of human behavior. Includes history and methods of psychology, growth and development, principles of learning, sensation and perception, thinking, statistics, personality, and intelligence. Three lectures. Three semester hours credit.

PSY 1111 — PSYCHOLOGY OF LEARNING — This course is designed to aid a student in three basic areas: adjustment to college life, development of good study skills, and formation of test taking skills. One hour lecture. One semester hour credit.

## SECRETARIAL SCIENCE

SEC 1113 — ELEMENTARY TYPEWRITING — Mechanism and care of the typewriter, its operation, keyboard drills to gain speed and accuracy, and introduction to letter forms. Students with a year of high school typewriting cannot receive credit for this course. Three lectures and two hours laboratory. Three semester hours credit.

SEC 1123 — INTERMEDIATE TYPEWRITING — Advanced drills for speed and accuracy, letter forms, telegrams, and other business forms, and manuscript typewriting. Three lectures. Three semester hours credit.

SEC 2533 — WORD PROCESSING I — Prerequisite: Typewriting/Keyboarding and an Introductory Computer Course. Three lectures. Three semester hours credit.

SEC 1213 — ELEMENTARY SHORTHAND — The theory and practice of Gregg Shorthand. The principles are applied by reading and writing shorthand with a limited amount of dictation and transcription from shorthand notes. Students with a year of high school shorthand cannot receive credit for this course. Three lectures and two hours laboratory. Three semester hours credit. Prerequisite: Proficiency in Typewriting.

SEC 1223 — INTERMEDIATE SHORTHAND — A continuation of Secretarial 1213. Three lectures. Three semester hours credit. Prerequisite: Proficiency in Typewriting.

## SOCIOLOGY

SOC 2113 — INTRODUCTION TO SOCIOLOGY — Deals with human relationships. Students will receive a synopsis of the whole field of sociology including the social world, the social and cultural process within this world, and the integration of the processes in relation to the individual, the group, and the institution. Three lectures. Three semester hours credit.

SOC 2143 — MARRIAGE AND FAMILY — A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of social-economic adjustments to society. Three lectures. Three semester hours credit.

## SPEECH AND THEATRE

SPE 1113 — ORAL COMMUNICATION (PRINCIPLES OF SPEECH) — Correct and effective English: correct pronunciation and enunciation, breath control, study and practice in making speeches for all occasions, and emphasis on organization of material and practice in speaking before the group. Three lectures. Three semester hours credit.

SPE 1213 — FUNDAMENTALS OF THEATRE — A basic course in the theatre arts. An introduction to the cultural, historical, and social aspects of the drama and investigation of essential elements of play production. Three lectures. Three semester hours credit.

SPE 1233 — ACTING — An introduction to the theatre and the art of acting. Emphasis is placed on the technical aspects of acting and on the expressive use of the body in stage movement. Classroom work in mime and the presentation of scenes from plays prepare the student for required performance in either a workshop or major production. A production laboratory in connection with the class introduces the student to the technical phases of the theatre which contribute to the effectiveness of the work of the actor. Three lectures. Three semester hours credit.

## TECHNICAL

### Business Technology

TSC 2113 — ADVANCED TYPEWRITING — (Prerequisite: Intermediate Typewriting) Emphasis on skill building and production in specialized areas. Three semester hours credit.

TSC 1613 — BUSINESS ENGLISH — A review of correct English usage including parts of speech, word choice, punctuation, and capitalization. Emphasizes those aspects of English that are directly applicable to writing effective business letters. Three lectures. Three semester hours credit.



- TSC 2613 — BUSINESS COMMUNICATIONS — (Prerequisite: Business English and proficiency in typewriting). Instruction in composing different types of business letters with emphasis on the application of grammar, typewriting, speech, and human relations skills. Three semester hours credit.
- TSC 2523 — BUSINESS CALCULATIONS — Study of the fundamental process, fractions, decimals, percentages, and problem solving using an electronic calculator operated with touch control as applied to business operations. Three semester hours credit.
- TSC 1113 — ELEMENTARY TYPEWRITING — Introduction to the keyboard with emphasis on developing correct typewriting techniques and applying this acquired skill to the typewriting of business letters, tables, outlines, and manuscripts. Three semester hours credit.
- TSC 1123 — INTERMEDIATE TYPEWRITING — (Prerequisite: Elementary Typewriting or equivalent). Continuation of drills for speed and accuracy and the study of letter styles, business forms, manuscripts, and tabulation. Three semester hours credit.
- TSC 1013 — INTRODUCTION TO BUSINESS — Introduction to business principles, organizations, and procedures. Three semester hours credit.
- TSC 1813 — INTRODUCTION TO INFORMATION PROCESSING — Introduction to information processing systems — their design, organization, and administration. An overview of information processing technologies: data, word, and voice processing; telecommunications, reprographics, records management, and electronic mail. Three semester hours credit.
- TSC 2533 — MACHINE TRANSCRIPTION — (Prerequisite: Typewriting). Instruction in the use of transcribing machines to prepare mailable business correspondence. Three semester hours credit.
- TSC 2913 — OFFICE PROCEDURES — (Prerequisite: Typewriting/Keyboarding). Study and application of modern office systems and practices. Three semester hours credit.
- TSC 1313 — RECORDS MANAGEMENT — Introduction to the major filing systems with emphasis on information retrieval, retention and disposal of records, selection of supplies and equipment, and an introduction to electronic filing. Three semester hours credit.
- TSC 1213 — SHORTHAND I — Introduction to the theory and practice of Gregg shorthand with emphasis on the development of speed and accuracy in reading and writing. Three semester hours credit.
- TSC 1223 — SHORTHAND II — (Prerequisite: Shorthand I or equivalent and Typewriting). Review of the principles of shorthand with emphasis on speed and accuracy in dictation and transcription. Three semester hours credit.
- TSC 2213 — SHORTHAND III — (Prerequisite: Shorthand II). Emphasis on building vocabulary of different types of businesses, mailable

manuscripts, and dictation and transcription speed. Three semester hours credit.

TSC 2613 — WORD PROCESSING I — (Prerequisite: Typewriting/Keyboarding and introduction to Information Processing). Instruction in the use of the microcomputer/word processor. Three semester hours credit.

TSC 2623 — WORD PROCESSING II — (Prerequisite: Typewriting/Keyboarding and Introduction to Information Processing). Advanced instruction and applications in the use of the microcomputer/word processor. Three semester hours credit.

### CHILDCARE SUPERVISION TECHNOLOGY

ICC 1113 — INTRODUCTION TO EARLY CHILDHOOD EDUCATION — An overview of goals, children, schools, techniques and curriculum; past, present, and future of early childhood education. (Two hours lecture and 2 hours observation and laboratory experience).

ICC 1214 — CHILD DEVELOPMENT I — An introductory study of the various stages of development from conception through toddlerhood with emphasis on the physical, social, emotional, and cognitive aspects of development and the influence of the cultural environment. (3 hours lecture, 2 hours laboratory).

ICC 1313 — ART FOR YOUNG CHILDREN — Experience with children's art in a variety of media; the value of creative art, selection and objective use of art. (2 hours lecture, 2 hours laboratory).

ICC 1224 — CHILD DEVELOPMENT II — A study of preschool ages three through six. Characteristics of physical, cognitive, emotional and social development and planned influences on behavior. (Three hours lecture, 2 hours laboratory).

ICC 1323 — MUSIC FOR CHILDREN — Fundamentals of music and music terminology for its incorporation into other areas of the curriculum. Overview of materials used. (2 hours lecture, 2 hours laboratory per week).

ICC 1333 — LANGUAGE ARTS FOR YOUNG CHILDREN — A study of importance and significance of language development for the preschool child. Creative activities to stimulate language development. Emphasis will be placed on literature that will promote communications skills both verbal and non-verbal. (2 hours lecture, 2 hours laboratory).

ICC 2343 — CHILD NUTRITION AND HEALTH CARE — Basic human nutrition, nutritional values of foods, menu planning, nutritional needs for young children, and preparation of meals. (2 hours lecture, 2 hours laboratory).

ICC 2414 — METHODS OF MATERIALS OF TEACHING PRESCHOOL — Critical analysis of teaching materials and their organization into units.



Special consideration of math, science and social concepts. Consideration of creative teaching materials. (2 hours lecture, 4 hours laboratory).

TCC 2234 — CHILD DEVELOPMENT III — Supervised experiences in nursery, laboratory school; planning and presenting various types of learning experiences for young children. (2 hours lecture, 4 hours laboratory).

TCC 2244 — CHILD DEVELOPMENT IV — A continuation of the activities and discussions in Child Development III. (2 hours lecture, 4 hours laboratory).

TCC 2423 — ADMINISTRATION OF PRESCHOOL PROGRAMS — Overview of the complete preschool program operation including philosophy, program, personnel, equipment, curriculum and the place of the center in the community. A survey of childcare facilities is made. (3 hours lecture, 2 hours laboratory).

### COMPUTER TECHNOLOGY

TDP 1213 — DATA PROCESSING OPERATIONS — 3 hours credit. Two hours lecture and two hours laboratory. This course is a study of the operation of the System/34 Computer. The operation consists of language, utility programs, and SSP procedures for the System/34 are included.

TDP 1113 — INTRODUCTION TO DATA PROCESSING — 3 hours credit. Two hours lecture and two hours laboratory. This course is a study of the functions and capabilities of computers. The student becomes familiar with the organization of computers and their uses in today's computer-oriented society.

TDP 1313 — BASIC PROGRAMMING — 3 hours credit. Two hours lecture and two hours laboratory. This course is a study of the BASIC programming language. Students will gain experience by programming and debugging problems using BASIC.

TDP 1314 — RPG PROGRAMMING I — 4 hours credit. Three hours lecture and two hours laboratory. This course includes study of the Report Program Generator programming language. Students will become proficient in RPG by programming problems typical of those performed in data processing installations. Prerequisites: TDP 1213 and TDP 1113.

TDP 1223 — ADVANCED DATA PROCESSING OPERATIONS — 3 hours credit. Two hours lecture and two hours laboratory. This course is a continuation of TDP 1213. Advanced operational procedures on the System/34 will be included. Prerequisites: TDP 1213 and TDP 1113.

TDP 2324 — RPG PROGRAMMING II — 4 hours credit. Three hours lecture and two hours laboratory. This course is a continuation of TDP 1314. Emphasis will be placed on file processing and more advanced RPG programming. Prerequisite: TDP 1314.

TDP 2514 — COBOL PROGRAMMING I — 4 hours credit. Three hours lec-

ture and two hours laboratory. This course is directed toward teaching effective and efficient use of COBOL programming instructions. Students will gain programming experience by programming and debugging typical business problems using COBOL.

TDP 2524 — COBOL PROGRAMMING II — 4 hours credit. Three hours lecture and two hours laboratory. This course is a continuation of TDP 2514. Emphasis will be placed on file processing and more advanced COBOL programming. Prerequisite: TDP 2514.

TDP 2414 — SYSTEMS ANALYSIS AND DESIGN — 4 hours credit. Three hours lecture and two hours laboratory. The field of system analysis and design is surveyed. The student will develop, analyze, and modify systems as they apply to computer operations. Prerequisite: TDP 2324.

TDP 2623 — ELECTRONIC SPREADSHEET — 3 hours credit. Three hours lecture. This course is an introduction to the electronic spreadsheet. Students will gain experience in the construction and use of spreadsheets as an aid to management decision making.

TDP 2723 — DATA BASE MANAGEMENT — 3 hours credit. Three hours lecture. This course is a study of the concepts used in Data Management. The student will become proficient in creating files, entering and updating data, and retrieving information.

TDP 1111 — DATA PROCESSING SEMINAR — 1 hour credit. One hour lecture. Seminar activities will include guest speakers, field trips, films, job-related topics, and Phi Beta Lambda projects.

TDP 1121 — DATA PROCESSING SEMINAR — 1 hour credit. One hour lecture. A continuation of TDP 1111.

TDP 2111 — DATA PROCESSING SEMINAR — 1 hour credit. One hour lecture. A continuation of TDP 1121.

TDP 2121 — DATA PROCESSING SEMINAR — 1 hour credit. One hour lecture. A continuation of TDP 2111.

### DRAFTING TECHNOLOGY

IDD 1113 — FUNDAMENTALS OF DRAFTING — One hour lecture and four hours laboratory. Three semester hours credit. This course deals with the care and use of drafting instruments, alphabet of lines, free hand sketching, geometric construction, dimensioning sectioning, and orthographic projection with emphasis on shape and size description.

IDD 1123 — MACHINE DRAFTING — One hour lecture and four hours laboratory. Three semester hours credit. A study of the design and drawing of machine and machine parts with strict attention given to dimensioning, finish, fits, threads and the reproduction process of drawings into blueprints.

IDD 1313 — GRAPHICS COMMUNICATION — One hour lecture and four



hours laboratory. Three semester hours credit. A study of the basic graphic fundamentals through the use of instruments and the understanding of lines and planes. Reading and writing the graphic language both with instruments and free hand sketching. Geometrical construction lettering, pictorials, multiview, sections, and orthographic projections involving the geometry of points, lines and planes as applied to working drawing related to specialized engineering fields.

**TDD 1133 — INTRODUCTION TO CAD** — Three hours. Prerequisite: Fundamentals of Drafting 1113. Course designed to introduce student to the application of the computer to the drafting profession. Provides basic knowledge of the menu and command structure of CAD.

**TDD 1213 — DESCRIPTIVE GEOMETRY** — Three hours. One lecture and four laboratory periods per week. Prerequisite: Fundamentals of Drafting 1113. The course deals with a study of primary and secondary auxiliary views, revolution of views, and their application as used in mining, engineering, aircraft construction and intersections and development of sheet metal.

**TDD 2133 — ADVANCED CAD** — Four hours. Prerequisite: Introduction to CAD 1133. Advanced course in the use of CAD software with emphasis on producing drawing. Teaching application of computers in drafting, basic command structure, drafting and design menu.

**TDD 2314 — STRUCTURAL DRAFTING** — Four hours. Prerequisite: Fundamentals of Drafting 1113. One hour lecture and two three-hour laboratory periods per week. Structural drafting consists of the preparation of design and working drawings for buildings, bridges, tanks, towers, and other structures.

**TDD 2513 — SURVEYING AND TOPO I** — Three hours. One lecture and two two-hour laboratories per week. Prerequisite: Fundamentals of Drafting, Introduction to Surveying and Mapping with emphasis on the field and computational methods which are utilized in the preparation of maps and survey plats.

**TDD 2523 — SURVEYING AND TOPO II** — Three hours. One lecture and two two-hour laboratories per week. Prerequisite: Surveying and Topo I. A continuation of Surveying and Topo I with emphasis on the development of sophisticated field methods, drafting techniques and applications.

**TDD 2414 — ELECTRICAL, PIPING AND SHEET METAL DRAFTING** — Four hours. Prerequisite: Fundamentals of Drafting 1113. One hour lecture and two three-hour laboratory periods per week. A study of electrical and pipe symbols, types and uses of pipes and electrical layouts and the development of sheet metal as used in modern industry.

**TDD 2613 — COST ESTIMATING** — Three hours. Three lectures per week. An introduction to the basic methods of estimating and the develop-

ment of quality survey systems used in manufacturing and construction processes.

**TDD 2714 — ARCHITECTURAL DRAFTING** — Four hours. Prerequisite: Fundamentals of Drafting 1113. One hour lecture and two three-hour laboratory periods per week. This course includes principles and practices of modern design, requiring working drawing and solutions, typical construction detail and specifications for residential and industrial construction.

**TDD 2723 — ARCHITECTURAL DRAFTING II** — Four hours. One hour lecture and four laboratory periods per week. A continuation of Architecture Drafting I with emphasis placed on commercial buildings. The student will design and prepare a set of working drawings and specifications for a commercial building of his or her choice.

**TDD 2813 — STRENGTH OF MATERIALS** — Three hours. Two one-hour lecture periods and one two-hour laboratory period per week. A study of forces, properties of materials, center of gravity, shear forces and bending moments. Computations necessary for structural and architectural are of primary importance in this course.

**TDD 2913 — INDUSTRIAL RELATIONS** — Three hours. Three hours per week. This course deals with problems involving human relations and the development of a foundation for personal relations for dealing with superiors, associates, and subordinates. The role of supervisor is emphasized.

## TECHNICAL MATHEMATICS

**IMD 1113 — TECHNICAL MATH I** — 3 hours. Three one-hour periods per week. This course is a study of the basic fundamentals of algebra needed in drafting in order to make computations, to solve graphs and to solve equations.

**IMD 1213 — TECHNICAL MATH II** — 3 hours. Three class meetings per week. A study of angles, triangles, and trigonometric functions of angles and solutions of triangles, logarithms, graphs and reduction formulas are studied as they apply to drafting.

## ELECTRONIC TECHNOLOGY

**TEL 1413 — TECHNICAL MATH FOR ELECTRONICS I** — Three one-hour lecture periods per week. (3 semester hours credit). This course is the first semester of a two semester course designed for students who are preparing for a technical career. While it is desirable to have some background in geometry and elementary algebra, it is not essential since a review of these subjects are included. The course content is intended to provide the student with a working knowledge of mathematics starting with basic concepts of numbers, plain and solid geometry, algebraic equations and word problems, linear equations, determinants.



- TEL 1114 — INTRODUCTION TO ELECTRONIC TECHNOLOGY — One lecture. Four hours laboratory. (3 semester hours credit). An introduction to Electronic Technology which provides opportunity for beginning students to explore the general nature of the field and its potential, in conjunction with laboratory experience in basic lab areas.
- TEL 1125 — BASIC ELECTRICITY FOR ELECTRONICS — Three lectures, six hours laboratory. (5 semester hours credit). This course is designed to familiarize the student with the basic electrical fundamentals in alternating and direct currents which are prerequisite to subsequent electronic studies. Laboratory exercises provide theory reinforcement and familiarization with test equipment.
- TEL 1133 — DRAFTING FOR ELECTRONICS — One lecture. Four hours laboratory. (3 semester hours credit). An elementary course designed for electronics students. Use of templates, including lettering templates; fundamentals of drawing and drafting room practices; electrical circuit drawing, terms, symbols and standards. Emphasis is placed on construction and interpretation of typical electrical circuits.
- TEL 1423 — TECHNICAL MATH FOR ELECTRONICS II — Three one-hour lecture periods per week. (3 semester hours). This course is designed to provide the complex algebra for solving summing amplifier networks and the trigonometry such as trig functions necessary for working with alternating current and circuit components such as capacitors, inductors and resistors.
- TEL 1215 — ELECTRONIC DEVICES AND CIRCUITS — Three lectures, six hours laboratory. (5 semester hours credit). Introduction to semiconductor devices including the construction, theory, static and dynamic characteristics of diodes and bi-polar semiconductors; basic circuit configurations; rectifier and circuits; amplifiers.
- TEL 1225 — DIGITAL PRINCIPLES — This course is designed to provide the student with an understanding of digital electronics from the basic binary system of numbers, how circuits are designed to work with digital, to the complex circuits used for logic operations, arithmetic operations, and information conversion and control. The student will construct circuits that are commonly found in digital systems such as microprocessors.
- TEL 2235 — LINEAR INTEGRATED CIRCUITS — Three lectures, six hours laboratory. (5 semester hours credit). Linear Integrated Circuits: A study of general purpose Linear I.C. Devices and their applications. This course is designed to complement digital systems in sensors, instrumentation, analog to digital conversion, digital to analog conversions and other data acquisition, and provide student with knowledge of Linear Systems. Student will also become familiar with Dedicated Linear I.C. Devices.

- TEL 2015 — INTRODUCTION TO MICROPROCESSOR BASED SYSTEMS — Three lectures, six hours laboratory. (5 semester hours credit). An introduction to Microprocessor Based Systems that will provide the student the opportunity to write and implement machine language programs to control the microprocessor hardware and its family of peripheral interface devices.
- TEL 2035 — TROUBLE ANALYSIS OF MICROPROCESSORS — Three hours lecture, six hours laboratory. (5 semester hours credit). The course in Trouble Analysis of Microprocessors is designed to provide the ability to analyze the troubles that occur in microprocessors with the aid of an oscilloscope, logic probe, and logic analyzer. With this analysis completed the student will be able to repair the faulty unit. Laboratory exercises are directed towards hands-on approach to operate test equipment, isolate troubles and repair the faulty units.
- TEL 2025 — INTERFACING AND CONTROL SYSTEMS — Three hours lecture, six hours laboratory. (5 semester hours credit). The course in interfacing and control is planned to provide classroom and laboratory studies of the devices, circuits, principles and applications pertaining to electronic control systems using electromechanical, analog, digital, and microprocessor principles.

### VIDEO PRODUCTION TECHNOLOGY

- IVP 1115 — VIDEO AS A COMMUNICATIONS MEDIUM — Overview of the history and development of audio and video tape recording. The scope of the medium: What video can and cannot do and the language of video. Basics of electronic recording including signal assignments on a video tape. The video formats in use today with special emphasis on those used by Choctaw Video: 3/4"; S-VHS; 8mm. The helical scan and flying erase heads. Five (5) hours per week lecture. Five (5) semester hours credit.
- IVP 1125 — INTRODUCTION TO TELEVISION PRODUCTION — The video production team. Electronic news gathering (ENG). Electronic field production (EFP). The basic elements which converge to make a finished production: intended audience, concept, pre-planning, script, lights, camera, sound, editing. Control room procedure. Five (5) semester hours credit.
- IVP 1136 — VIDEOGRAPHY I — Use of the video camera, tripod, recorder, and microphone. Maintenance, transportation and use of 8mm, S-VHS, and 3/4" equipment, including technical adjustments for white and black balance, sound levels, electronic boosting and other requisites. Composition and picture quality: "A good picture is a good picture". Three (3) hours per week lecture. Six (6) hours laboratory. Six (6) semester hours credit.
- IVP 1142 — AUDIO FOR VIDEO — A survey of microphones and miking techniques, boom mikes, hand-held and wireless mikes. Sound con-



trol, it's enhancement and quality. The use of mixers and equalizers in post-production. Techniques for recording bilingual (Choctaw/English) sound tracts. Two (2) hours per week lecture. Two (2) semester hours credit.

TVP 1154 — EDITING I — The basic elements of electronic editing in camera and in the editing suite. One (1) hour MWF. Three (3) hours per week lecture. Four (4) hours laboratory. Four (4) semester hours credit.

TVP 1143 — VIDEOGRAPHY II — (Prerequisite Videography I) A continuation of Videography I to include use of dollies and booms, set arrangement and construction. Production teams will work in union. Two (2) hours per week lecture. Four (4) hours laboratory. Three (3) semester hours credit.

TVP 2112 — VIDEO GRAPHICS — Hands-on creation of pictures, titles and other graphics for television productions: creating the graphic and programming the graphic. Participants will utilize two Amiga graphic work-stations and a Sony Genlocker. Six (6) hours laboratory. Two (2) semester hours credit.

TVP 2212 — SCRIPTING — The video script from simple outline to shooting script and editing script. Participants will complete scripts with guidance toward a production to be completed in laboratory period. The journalism questions approach will be utilized. Other basics such as the need for analysis of intended audience, subject matter to be covered, and budgeting will be covered. Three (3) hours lecture. Two (2) hour laboratory per week. Two (2) semester hours credit.

TVP 2164 — EDITING II — The art and mechanics of electronic editing: Choosing scenes for story-telling and action-cutting. The genlock, NTSC, PAL, and SECAM formats. Choosing the graphics and music. Narration. Three (3) hours lecture. Two (2) hour laboratory per week. Four (4) semester hours credit.

TVP 2313 — LIGHTING — Light requirements for video. Studio lighting and related terminology. Location lighting. The limits of electronic boosting. Also, includes an introduction to set construction. Two (2) hours lecture. Two (2) hours laboratory. Three (3) semester hours credit.

TVP 2153 — VIDEOGRAPHY III — Camera positions for continuity and action cuts. The cut-away, reference scene and wide, medium, close-up trio. Interpreting the script before and during location shooting. Planning camera movements. Tracking. Special lighting and camera techniques. Lenses, gobos, filters. Two (2) hours lecture. Three (3) hours laboratory. Three (3) semester hours credit.

TVP 2133 — ADVANCED TELEVISION PRODUCTION I — Equipment rental and location logistics. Pricing the video production. The client conference. Utilization of storyboards. Talent. Pre-planning. Overcoming location problems. Discretionary script changes. Copyrights. FCC. Responsibility. Twenty (20) hours combined laboratory and supervised field experience. Three (3) semester hours credit.

TVP 2023 — BASIC ENGINEERING — Basic hookups, wiring and measurements for production personnel. Telecasting control-room equipment use and maintenance. Logging. First-eschelon maintenance of all video equipment. Two (2) hours lecture. Three (3) hours laboratory. Three (3) semester hours credit.

TVP 2443 — SEMINAR IN VIDEO COMMUNICATION — Latest developments in equipment, techniques, and formats in video. Individual research, reading and reporting. Four (4) lectures. Three (3) semester hours credit.

TVP 2145 — ADVANCED TELEVISION PRODUCTION II — Participation in all production crew roles in producing a selected script based on Choctaw history. Location shooting. Fifteen (15) hours laboratory. Five (5) semester hours credit.

TVP 2553 — CABLE OPERATION — Actual operation of control room equipment programming Choctaw Video signal for local cable. Six (6) hours laboratory. Three (3) hours credit.

## VOCATIONAL

### VOCATIONAL INDIVIDUALIZED DEVELOPMENT SYSTEM (VIDS)

The test of Adult Basic Education (TABE) will be administered to all vocational students upon entering school. Results from this test will be used to identify students that need help in Reading, Math and Language.

Students needing help in these areas will be assigned to the VIDS Center for three hours per week until he/she achieves the functioning level needed to receive full value of the education he/she is pursuing.

FIRST SEMESTER V.I.D.S. - Individual instruction will be given in Reading, Mathematics and Language. 51 Clock Hours

SECOND SEMESTER V.I.D.S. - A continuation of first semester with student receiving instruction in employer-employee relations. 51 Clock Hours.

### AUTOMOTIVE MECHANICS

VAM 1112 — INTRODUCTION TO MECHANICS. This course is designed to



- teach automotive shop safety, use of automotive hand tools and use and care of service literature. Sixty clock hours. Two semester hours.
- VAM 1214 — ENGINE REBUILDING I. This course is designed to teach operation of automotive engines, cleaning, inspecting, measuring engine component parts and testing engine condition. One hundred and twenty clock hours. Four semester hours.
- VAM 1314 — BRAKE SYSTEM I. Principles of operation, diagnosis of malfunctions and repair of the disc and drum brake systems are covered. One hundred twenty clock hours. Four semester hours.
- VAM 1413 — FUEL SYSTEM I. This course is designed to teach principles of the fuel system, fuel tank, lines, pumps, filters, and basic carburetor systems. Ninety clock hours. Three semester hours.
- VAM 1514 — ELECTRICAL SYSTEMS. This course teaches diagnosing battery, starters, alternators and generators. The basic ignition and lighting systems are covered in this course. One hundred twenty clock hours. Four semester hours.
- VAM 1124 — TUNE-UP AND SPECIAL SYSTEM I. This course is designed to teach diagnostic and testing principles related to the correction of troubles in the carburetion and electrical system to include electronic ignitions. One hundred twenty clock hours. Four semester hours.
- VAM 1224 — SUSPENSION & STEERING SYSTEM I. This course teaches principles of the suspension system and diagnosis. This includes wheel bearings, tires and wheels, wheel balancing, and steering system. One hundred twenty clock hours. Four semester hours.
- VAM 1325 — INTRODUCTION TO DRIVE TRAIN. This course includes fundamentals of velocity operation, diagnosis of malfunctions and repairs of drive line, joints, and bushings, disassembly, inspection, repair, replacement and reassembly of differential, standard transmissions and clutches. One hundred fifty clock hours. Five semester hours.
- VAM 1424 — AUTOMATIC TRANSMISSION I. This course includes theory and operation on automatic transmissions. Emphasis is placed on diagnosing troubleshooting and in car services. One hundred twenty clock hours. Four semester hours.
- VAM 2134 — SUSPENSION SYSTEM II & FRONT WHEEL DRIVE. This course is a continuation of Suspension System I. Emphasis is placed on ball joints, king pins, control arm bushings, springs, stabilizer bars and wheel alignment including four-wheel and front-wheel drive alignment. One hundred twenty clock hours. Four semester hours.
- VAM 2234 — AUTOMATIC TRANSMISSION II. This course includes disassembling and repairing of automatic transmissions with emphasis on rebuilding. One hundred twenty clock hours. Four semester hours.
- VAM 2334 — BRAKE SYSTEM II. This course includes turning of drums and

- rotors, rebuilding of master cylinders, wheel cylinders and the power brake system for disc and drum brake systems. One hundred twenty clock hours. Four semester hours.
- VAM 2435 — HEATING AND AIR CONDITIONING. This course is designed to offer training on the heating system, heater controls, the cooling system, and the theory and operation of air conditioning systems. One hundred fifty clock hours. Five semester hours.
- VAM 2144 — FUEL SYSTEM II. This course includes disassembly, inspection, replacement and reassembly of carburetors, fuel injection systems, turbo-charged systems and other specialty systems. One hundred twenty clock hours. Four semester hours.
- VAM 2245 — SPECIAL SYSTEMS II. This course includes theory and laboratory instruction on fuel systems, electrical systems, emission control systems, TBI, EFI, and CCC. One hundred fifty clock hours. Five semester hours.
- VAM 2344 — INTRODUCTION TO FOREIGN CARS. This course teaches the student to deal with the metrics, manuals, lifting, troubleshooting and repair of the foreign car. One hundred twenty clock hours. Four semester hours.
- VAM 2444 — INTRODUCTION TO AUTOMOTIVE DIESEL. This course is designed to enhance the student's skills on diesel operation, theory and repairs. One hundred twenty clock hours. Four semester hours.

### AUTO BODY AND FENDER REPAIR

- VBF 1112 — ARC AND PLASTIC WELDING — Practical work in arc and plastic welding to include heat and reshape, groove and weld of cut or tear using the hot air plastic welder. This course also includes the advantages and disadvantages of arc welding. Sixty clock hours. Two semester hours.
- VBF 1213 — GAS WELDING — A fundamental course in the basic principles of welding and brazing, oxyacetylene procedures including use and care of equipment, flame adjustments, techniques of welding and cutting, safety practices. Ninety clock hours. Three semester hours.
- VBF 1316 — AUTO METALS AND MATERIALS — Practical work in types of materials and metallurgy, characteristics of metals used in the field. Strength of auto body member, damage patterns, shrinking procedures. One hundred eighty clock hours. Six semester hours.
- VBF 1416 — PANEL AND FENDER STRAIGHTENING AND PAINTING I — Practical work in analyzing the damage area, roughing out sequence, tools required in raising low spots, reworking deep bends, flattening high spots, use of file and sanding equipment. One hundred eighty clock hours. Six semester hours.
- VBF 1126 — FRAME STRAIGHTENING I — Practical work in the fun-



- damentals of frame testing and checking equipment, analyzing replacement versus repair, bumper straightening, arm alignment, estimating to include use of the flat rate manual and time and material cost. One hundred eighty clock hours. Six semester hours.
- VBF 1228 — REFINISHING PROCESSES AND PAINTING I — Practical work in types of paints used in industry. Prepainting procedure, operating techniques of paint sprayers, drying process to include air dry and bake dry, rubbing, polishing, waxing, jobs, etc., and safety. Two hundred forty clock hours. Eight semester hours.
- VBF 1323 — HARDWARE AND TRIM — Practical course in removal and replacement of hardware and trim to include the typical problems encountered with removal and replacement of moldings, door hardware, glass trim, grills and locks. Ninety clock hours. Three semester hours.
- VBF 2134 — GLASS AND VINYL TOP REPLACEMENT — Practical work in glass replacement and vinyltop repair and replacement to include procedures, materials, types of vinyl roof covers, vinyl roof installations, pads and removing wrinkles. One hundred twenty clock hours. Four semester hours.
- VBF 2235 — FRAME STRAIGHTENING II — Advanced practical work in fundamentals of body and frame straightening, using the chief and Detroit body and frame straighteners. Advanced estimating by use of the flat rate manual, time, and material cost. One hundred fifty clock hours. Five semester hours.
- VBF 2338 — PANEL REPLACEMENT AND FINISHING — Practical work in the replacement of automotive body panels, work in analyzing the damage area, use of proper tools and techniques, and finishing technique and procedure. Two hundred forty clock hours. Eight semester hours.
- VBF 2149 — PANELS, FENDER STRAIGHTENING AND PAINTING II — Advanced work in analyzing the damage area to include major body damage and collision repair, repair and replacement of fiberglass and plastic body components. Two hundred seventy clock hours. Nine semester hours.
- VBF 2248 — REFINISHING PROCESSES AND PAINTING II — Advanced practical work in special finishes and custom work to include striping, striping tool and accessories, special knives and scissors and special lighting. Two hundred forty clock hours. Eight semester hours.

### VOCATIONAL ADMINISTRATIVE ASSISTANT

- VOC 1210 — ELEMENTARY TYPEWRITING — Introduction to the keyboard with emphasis on developing correct typewriting techniques and applying this acquired skill to the typewriting of business letters, tables, outlines, and manuscripts. One hour a day - 5 days a week.
- VOC 1110 — BUSINESS CALCULATIONS — Study of the fundamental pro-

- cess, fractions, decimals, percentages, and problem solving using an electronic calculator operated with touch control as applied to business operations. One hour a day - 5 days a week.
- VOC 1410 — BUSINESS ENGLISH — A review of correct English usage including parts of speech, word choice, punctuation, and capitalization. Emphasizes those aspects of English that are directly applicable to writing effective business letters. One hour a day - 5 days a week.
- VOC 1310 — RECORDS MANAGEMENT — Introduction to the major filing systems with emphasis on information retrieval, retention and disposal of records, selection of supplies and equipment, and an introduction to electronic filing. One hour a day - 5 days a week.
- VOC 1220 — INTERMEDIATE TYPEWRITING — (Prerequisite: Elementary typewriting or equivalent). Continuation of drills for speed and accuracy and the study of letter styles, business forms, manuscripts, and tabulation. One hour a day - 5 days a week.
- VOC 1420 — BUSINESS COMMUNICATIONS — (Prerequisite: Business English and proficiency in typewriting). Instruction in composing different types of business letters with emphasis on the application of grammar, typewriting, speech, and human relations skills. One hour a day - 5 days a week.
- VOC 1120 — INTRODUCTION TO INFORMATION PROCESSING — Introduction to information processing systems — their design, organization, and administration. An overview of information processing technologies: data, word, and voice processing; telecommunications, reprographics, record management, and electronic mail. One hour a day - 5 days a week.
- VOC 1320 — ACCOUNTING — A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. One and one half hours a day - 5 days a week.
- VOC 1230 — WORD PROCESSING I — (Prerequisite: Typewriting/keyboarding and introduction to information processing). Instruction in the use of the microcomputer/word processor. One hour a day - 5 days a week.
- VOC 1130 — OFFICE PROCEDURES — (Prerequisite: Typewriting/Keyboarding). Study and application of modern office systems and practices. One hour a day - 5 days a week.
- VOC 1330 — ON THE JOB TRAINING — The students will be assigned jobs working in offices under the supervision of their instructor. Four hours a day - 5 days a week.



**CARPENTRY AND CABINET MAKING**

- VCC 1114 — PLANS, SPECIFICATIONS & FOUNDATIONS — Study of plans in residential construction and specifications. Practical work experience in layout, installing batter boards, and the placing of foundation members. One hundred twenty clock hours. Four semester hours.
- VCC 1215 — FLOOR, WALL, CEILING, ROOF FRAMING & ROOFING — Theory and practical work in actual framing of floors, walls, ceiling and roofs, and actual installation of roofing materials. One hundred fifty clock hours. Five semester hours.
- VCC 1318 — INSULATION, EXTERIOR AND INTERIOR FINISHING & COORDINATING — Theory and practical work experience in sound and thermo insulation, interior and exterior buildings dealing with walls, floors, cabinets, doors, windows and exterior trim. Also, steps to follow in coordinating other work such as plumbing, electrical heating and cooling, etc. Two hundred forty clock hours. Eight semester hours.
- VCC 1128 — CABINET CONSTRUCTION — Theory and practical work experience in blueprint reading, safety, measuring in a wide range of cabinets, cabinet layout, materials, cabinet framing and shelf construction. Two hundred forty clock hours. Eight semester hours.
- VCC 1225 — HARDWARE, TRIM & LAMINATES — Theory and work experience in selection of correct hardware and installation of hardware and trim, and installation of plastic laminates. One hundred fifty clock hours. Four semester hours.
- VCC 1324 — CABINET FINISHING — Theory and practical experience in sanding, preparing and finishing cabinets. One hundred twenty clock hours. Four semester hours.
- VCC 2134 — BLUEPRINT READING, SPECIFICATIONS, CODES AND FOUNDATION — Theory and study of blueprint reading, specifications and codes. Actual work experience in laying out foundations, setting grade stakes, and placing of reinforcement steel. One hundred twenty clock hours. Four semester hours.
- VCC 2235 — TECHNIQUES IN FRAMING & ROOFING — Theory and work experience in all parts of residential framing and actual installation of sheathing and roofing material. One hundred fifty clock hours. Five semester hours.
- VCC 2338 — EXTERIOR & INTERIOR FINISHING, INSULATION & COORDINATING — Theory and work experience in all types of insulation siding, wall covering, and trim work plus the study of permits and coordinating building activities with other tradesmen. Two hundred forty clock hours. Eight semester hours.

- VCC 2148 — CABINET CONSTRUCTION TECHNIQUES — Theory and practical experience in actual cabinet construction with emphasis being put on different styles and techniques. Two hundred forty clock hours. Eight semester hours.
- VCC 2245 — LAMINATE APPLICATION, TRIM AND HARDWARE — Theory and practical work experience in proper selection of hardware and trim. Installation of plastic laminates. One hundred fifty clock hours. Five semester hours.
- VCC 2344 — CABINET FINISHING — Theory and practical experience in sanding, preparing and finishing cabinets. One hundred twenty clock hours. Four semester hours.

**COSMETOLOGY**

- VCO 1113 — COSMETOLOGY THEORY — Theory in the professional cosmetologist, scalp and skin care, hair shaping, hair styling and permanent waving. Ninety clock hours. Three semester hours.
- VCO 1218 — COSMETOLOGY PRACTICAL I — Practical in the following areas: shampooing, hair shaping, permanent waves, fingerwaves, hair styling, manicuring, makeup, chemical hair relaxing, hair pressing, thermal waving, blow drying and salon management. Before new students can practice on paying customers they must have had 240 hours of training in a combination of theory and practical. Two hundred forty clock hours. Eight semester hours.
- VCO 1318 — COSMETOLOGY PRACTICAL II — Continuation of Practical I. Two hundred forty clock hours. Eight semester hours.
- VCO 1123 — COSMETOLOGY THEORY — Theory in hair coloring, chemical relaxing, hair pressing, thermal waving, blow drying, disorders of the nails, manicuring, pedicuring, facials and makeup. Ninety clock hours. Three semester hours.
- VCO 1228 — COSMETOLOGY PRACTICAL III — Cosmetology practical in the following areas: shampooing, hair shaping, permanent waving, hair styling, manicuring, makeup, chemical hair relaxing, hair pressing, thermal waving and blow drying and salon management. Before new students can practice on paying customers, they must have had 240 hours of training in a combination of theory and practical. Two hundred forty clock hours. Eight semester hours.
- VCO 1328 — COSMETOLOGY PRACTICAL IV — Continuation of Practical III. Two hundred forty clock hours. Eight semester hours.
- VCO 1133 — COSMETOLOGY THEORY — Theory in superfluous hair removal, the skin and hair, anatomy, electricity, chemistry and salon management. Ninety clock hours. Three semester hours.
- VCO 1236 — COSMETOLOGY PRACTICAL V — Practical in the following areas: shampooing, hair shaping, permanent waving, finger waves,



hair styling, manicuring, makeup, chemical hair relaxing, hair pressing, thermal waving, blow drying and salon management. Before new students can practice on paying customers, they must have had 240 hours of training in a combination of theory and practical. One hundred eight clock hours. Six semester hours.

VCO 1336 — COSMETOLOGY PRACTICAL VI — Continuation of Practical V. One hundred eighty clock hours. Six semester hours.

### ELECTRICITY

VEL 1116 — ELECTRICAL PRINCIPLES — Electric theory, static charges, Ohm's Law, series, parallel and combination circuits; principles of magnetism; alternating current; inductances and capacitance; power; and power factor correction; and application of meters and meter movements for measurement of voltage, current and resistance; measurements of power in single and poly-phase systems; power factor measurements. One hundred eighty clock hours. Six semester hours.

VEL 1215 — ELECTRICAL WIRING OF RESIDENCES — Requirements of the National Electric codes; calculations for lighting circuits, appliance circuits (fixed or portable), service entrance equipment feeders, subfeeders, and over current protection devices; wiring techniques for single and multi-family dwelling; properties of conductors, connections, insulation, raceways, box housings, conduit and other hardware used in the trade. One hundred fifty clock hours. Five semester hours.

VEL 1314 — INDUSTRIAL WIRING — Requirement of the National Electric Code; calculations of single and three-phase systems, commercial, industrial and marine lighting systems; heating, air-conditioning and machine power; water supply, emergency and alarm systems; power distribution systems. Installation, check out, inspections, troubleshooting commercial and industrial electrical systems. One hundred twenty clock hours. Four semester hours.

VEL 1412 — ELECTRICAL PRINT READING — Use and blueprint symbols used on residential, commercial and industrial prints, explanation of National Electrical Code's articles on prints. Sixty clock hours. Two semester hours.

VEL 1125 — INTRODUCTION TO ELECTRONICS — An introduction to the basic concepts of electronics. Includes the theory and application of tube and semi-conductor rectifying devices, and electronic power supplies. Introduces the student to the use of electronic test equipment such as VOM's, oscilloscopes and function generators in laboratory exercises. One hundred fifty clock hours. Five semester hours.

VEL 1225 — ELECTRONIC CIRCUITS — The theory and operating characteristics of alternating current, inductance, capacitors, RLC circuits, A/C

power, transformers and an introduction into semi-conductor devices in laboratory exercises. One hundred fifty clock hours. Five semester hours.

VEL 1024 — ELECTRONIC CONTROL DEVICES — The theory and operating characteristics of transistors and tubes and of special control devices such as the SCR, UJT, diac and integrated circuits, all tested under laboratory conditions, but designed to see the application as industrial control. One hundred twenty clock hours. Four semester hours.

VEL 1423 — ELECTRONIC CONTROLS — The analysis interpretation and troubleshooting of electronic control diagrams. Introduces the student to digital control-devices circuits. Students will fabricate motor control projects. Ninety clock hours. Three semester hours.

VEL 1134 — INDUSTRIAL MOTOR CONTROL — Theory, operation and application of hardware and circuitry used in industry for the control of electric motors. Includes relays, contactors, various types of starters pilot devices, timing devices and other related circuits. Ninety clock hours. Four semester hours.

VEL 1233 — ELECTRIC MOTORS (A/C) — Theory, operation and application of alternating current generators and motors. Ninety clock hours. Three semester hours.

VEL 1333 — ELECTRIC MOTORS (D/C) — Theory, operation and application of direct current generators and motors. Ninety clock hours. Three semester hours.

### MACHINE SHOP

VMS 1111 — ORIENTATION AND SAFETY — To include purpose and use, safe operation, controls, limitations and history and development of machine shop equipment. Thirty clock hours. One semester hour.

VMS 1213 — BASIC BLUEPRINT READING — To include practical print reading on three view drawings, visible outlines, dimensions, edges, invisible edges, angles, scales, symbols, projections, circles, decimals, auxiliary views, threads and fasteners. Ninety clock hours. Three semester hours.

VMS 1313 — BENCH WORK AND LAYOUT — Practical work to include measuring tools, use of other tools such as hammers, screwdrivers, wrenches, hacksaws, chipping, filing, layout angle plate, parallel clamps, gauges, punches and calipers. Ninety clock hours. Three semester hours.

VMS 1418 — ENGINE LATHE — Practical work to include construction and functions of the lathe, lathe sizes, operations, types, parts, cutting tools, materials, thread and thread cutting, terms, class of fit, machine setting, thread measuring, operation of gears and calculations. Two hundred forty clock hours. Eight semester hours.



- VMS 1512 — PRECISION MEASUREMENT SYSTEMS AND INSPECTION — Course work to include measurement systems, English and metric, starting the basic fraction and going through the 4th decimal point. Sixty clock hours. Two semester hours.
- VMS 1123 — METAL SAWING PROCESS — Practical work to include band saw, construction, applications and blade types, band blade welding, attachment, basic operations and the reciprocating hacksaw. Thirty clock hours. Three semester hours.
- VMS 1223 — BLUEPRINT READING — To include machine shop practice on auxiliary views, threads and fasteners, gears, working drawings in detail and assembly pictorial in isometric, oblique and perspective. Ninety clock hours. Three semester hours.
- VMS 1328 — VERTICAL MILLING AND JIG BORER — To include vertical mill construction alignment of head, alignment of vise, machining surfaces, slots and keyways, vertical mill operations and attachments. Also, to include the jig borer and the calculations, layout and machining processes thereof. Two hundred forty clock hours. Eight semester hours.
- VMS 1423 — DRILLING MACHINES — Practical work to include drill types, parts of drills, drill press, reaming, alignment, counterbores, counter sinks, tapping in a drill press, pulleys, and tapers. Ninety clock hours. Three semester hours.
- VMS 2138 — HORIZONTAL MILLING — Practical work in advanced use of milling machine, milling speeds, feeds, depth of cut, collets, taper shank, index head and operations, helical and spiral milling, spur gear and bevel gears. To include cutting of pitch, tooth parts, and nomenclature. Two hundred forty clock hours. Eight semester hours.
- VMS 2235 — METALLURGY AND PHYSICS OF METAL CUTTING — Practical work to include properties and use of ferrous metals, metal production and refining, chemical nature of steel, SAE numbering system, high speed steel, non-ferrous metal and alloy to include copper, tin, zinc, lead, aluminum, bronze and brass. One hundred fifty clock hours. Five semester hours.
- VMS 2334 — SPECIAL PROCESSES — To include electrical machining processes and electro chemical processes, process theory. Application to machining trade, advantages and disadvantages, application of these processes. One hundred twenty clock hours. Four semester hours.
- VMS 2142 — CUTTING TOOLS AND CUTTING FLUIDS — Carbide Cutting tools, the manufacture and usage. Selecting proper grade, tool geometry, cutting speeds and feed, grinding and shaping the tool. Cutting fluids, purpose and advantages. Types, functions and application. Sixty clock hours. Two semester hours.

- VMS 2248 — GRINDING MACHINES — Practical work to include makeup, types of grinders, grinding wheels to components, abrasive, bonds, and mounting wheels, standard diamonds and carbides, principles of grinding to include surfaces, truing, dressing, roughing, finishing cuts, lubricants, cylindrical cuts and other cuts. Two hundred forty clock hours. Eight semester hours.
- VMS 2344 — BRAZING AND WELDING — Practical work in brazing to include materials, chemical content, flux, metal preparations, heat applications and compounds. Arc welding to include basic arc, types of machines, settings, arc and its effect, types of joints, types of welds. Gas welding and cutting to include torch adjustment, heat, tips, hose and connections, accessories and rod types. One hundred twenty clock hours. Four semester hours.
- VMS 2443 — SHAPER — Practical work with the shaper: construction parts, shaper value, lubrication, feed speeds, tool head, shaper cutting tools, how to hold shaper work, vertical and angular cuts and dove tails. Ninety clock hours. Three semester hours.

## MASONRY

- VMA 1113 — HISTORY OF MASONRY, TOOLS, EQUIPMENT & MASONRY MATERIALS — Fundamentals of history, safety, tools and equipment, & materials used in masonry trades. Practical work with tools and masonry materials. Ninety clock hours. Three semester hours.
- VMA 1217 — BONDS, PATTERNS & TEXTURE AND WALL TYPES — Practical work on layout of bonds, patterns, types of wall, block walls, brick walls, chase walls and metal tied walls. Two hundred ten clock hours. Seven semester hours.
- VMA 1317 — MASONRY CONSTRUCTION AND CLEANING — Practical work to include wall design, quality of materials, specifications of flashing, waterproofing, installation of expansion joints. Using the process of removing stains and burrs from finished masonry. Powders or stains, use of hydrochloric acid. Two hundred ten clock hours. Seven semester hours.
- VMA 1123 — METHODS OF ESTIMATING — Classroom and practical work to include estimating by using square feet and cubic feet method. Mortar, brick, sand, etc. Ninety clock hours. Three semester hours.
- VMA 1227 — REINFORCED MASONRY — Practical work to include compression, shear, tension, measurement of compression and tension and pounds per square inch, grout and reinforced steel. Two hundred ten clock hours. Seven semester hours.
- VMA 1327 — CHIMNEYS AND FIREPLACES — Practical work in the planning and construction of fireplaces to include size, types, and components. Two hundred ten clock hours. Seven semester hours.



## REFRIGERATION &amp; AIR-CONDITIONING

- VAR 1114 — SOLDERING, BRAZING, WELDING, PIPE AND FLARING — Practical work in the use of hand tools for cutting and shaping tube and connecting pipe and tubing, testing for leaks, installation of materials used in tubes and pipes for gasses and fluids. Practical work in the uses of soldering arc welding, gas welding, soldering materials, propane torch, welding rods (both gas and electric) machine settings, flame adjustments and metal thicknesses. One hundred twenty clock hours. Four semester hours.
- VAR 1124 — BASIC COMPRESSION SYSTEMS AND SERVICING — Practical work in relation to pressurizing and leak testing safety in working with the system, actual testing of pressurized systems, how to determine leaks with soap bubbles, halide torch and electronic detector, and other laws of refrigeration. Instruction will be given in the operation of servicing of the total compression system. One hundred twenty clock hours. Four semester hours.
- VAR 1214 — BASIC COMPRESSION REFRIGERATION — Practical work in identification of compressors, evaporators, condensers, line connections, metering devices, condition of refrigerant systems, labeling of components, direction of refrigerant flow. One hundred twenty clock hours. Four semester hours.
- VAR 1224 — COMPRESSOR CONSTRUCTION — Practical work in cutting compressors open, identification of components, repairing and re-sealing, sealed compressors, open compressors, cylinders, pistons, connecting rods, crank shafts, valves, seals, gaskets, lubrication, refrigerants, cycles and controls. Types of compressors to include: 1. reciprocating, 2. rotary, 3. screw type, 4. centrifugal. One hundred twenty clock hours. Four semester hours.
- VAR 1314 — WIRING DIAGRAMS — Practical work in the layout of wiring diagrams, drawing of diagrams, electrical circuits, color coding of wire, symbols, working with all types of wiring diagrams. One hundred twenty clock hours. Four semester hours.
- VAR 1415 — DOMESTIC REFRIGERATION FUNDAMENTAL & WINDOW AIR-CONDITIONERS — Practical work in use of terminology, window units and their makeup, wire sizes, color coding, capacities, disassembly and assembly of household air conditioning units. Also, practical work in disassembly and assembly of compressors, controls of installation. One hundred fifty clock hours. Five semester hours.
- VAR 1324 — THERMOSTATS — Practical work in terminology used in thermostat work, types of thermostats and their components, heat anticipation, installation of wall thermostats, and thermostats for self control units. Cooling thermostats and thermostats for self control units. Cooling thermostats, heating and combination thermostats, furnace control, humidity control, refrigerant control and timers. One

hundred twenty clock hours. Four semester hours.

- VAR 1425 — ELECTRIC MOTORS AND CONTROLS — Practical work in magnetism makeup, safety, and parts of a motor. Single phase, 3 phase and types of each. Motor data, belt tension, disassembly and assembly of motors, motor control to include principles, circuit, relays, and starting control, overload protection and solid-state controls. One hundred fifty clock hours. Five semester hours.
- VAR 2134 — REFRIGERANTS AND CONTROLS — Practical work in energy conservation unit, Charles' Law, effects of pressure on evaporation, refrigerant tools and materials, requirements and classification of refrigerants, selection of proper type, and amount of refrigerant, expansion valve, pressure control, low and high, capillary tube control, linings, check valves, solenoid, suction and pressure valves. One hundred twenty clock hours. Four semester hours.
- VAR 2235 — COMMERCIAL SYSTEMS — Practical work in load distribution, commercial installation troubleshooting and repair, hermetic units, condensers, motors and controls, removing air moisture, leak detecting, cooling, heating, frozen foods units. One hundred fifty clock hours. Five semester hours.
- VAR 2334 — INTRODUCTION TO HEAT — Practical work in the background knowledge in early applications, body comfort, reverse cycles, heat controls, circuits, types of control, systems checkout procedures, leakage, condensers, motor controls. One hundred twenty clock hours. Four semester hours.
- VAR 2434 — GAS AND ELECTRIC HEAT — Practical work in installation and repair of gas units and electric units, make-up, disassembly and assembly, gas codes, electric codes, load, controls, applications, service problems, and safety of gas and electric heating. One hundred twenty clock hours. Four semester hours.
- VAR 2144 — LOAD CALCULATIONS — Practical work to include sources of heat, cooling, heat load estimating, identification of units for heating and cooling, components, symbols, proper function of the system, design and layout of a heating and cooling system, oils and technical characteristics of commercial units. One hundred twenty clock hours. Four semester hours.
- VAR 2244 — AIR DISTRIBUTION & DUCT DESIGN — Practical work in design installation of ducts, duct size, size of outlets, instruments, ventilation requirements, blowers, motor size, noise, drafts, and technical characteristics. One hundred twenty clock hours. Four semester hours.
- VAR 2344 — HEAT PUMP — Practical work on the makeup of the heat pump, the purpose, theory installation, operation, the performance, controls, reversing valves and schematics, figuring loads, layout of systems, duct and outlet sizes, disassembly and assembly. One hundred twenty clock hours. Four semester hours.



VAR 2445 — TROUBLESHOOTING & REPAIR OF AIR AND HEAT SYSTEMS — CUSTOMER RELATIONS — Practical work in problem solving in control of air and heat and combination units, controls used on both air and heat systems, mechanical function, replacement of parts and recharging of units. One hundred fifty clock hours. Five semester hours.

### WELDING

VWE 1218 — OXYACETYLENE CUTTING AND WELDING — Practical work in the set up of gas cutting and welding equipment. Practical work in the use of cutting and welding equipment, gas settings, torch cylinders, flames and metal thickness. All types of cut and welding rods and weld joints. Two hundred forty clock hours. Eight semester hours.

VWE 1119 — BASIC ARC WELDING — Practical work in the use of Machine, Machine setting, Electrodes, Metallurgical, Properties, Preparation of Plates, all types of joints and welds. Two hundred seventy clock hours. Nine semester hours.

VWE 1319 — TUNGSTEN INERT GAS (TIG) AND GMAW (MIG) — Practical work in (TIG) and (MIG) setting machine and equipment, types filler rods and wire. The types of metals, aluminum welding, stainless steel, and mild steel, low carbon, high carbon, all types joints and welds. Two hundred seventy clock hours. Nine semester hours.

VWE 1128 — ADVANCED ARC WELDING — Practical work in all types of welds and joints, Basic Blueprint Reading, Measuring and applying for a job. Two hundred forty clock hours. Eight semester hours.

## OTHER VOCATIONAL CLASSES

VOC 1410 — ACCOUNTING I — A study of the elementary accounting principles as applied to the various forms of business organizations and an introduction to specialized fields of accounting. 127.5 clock hours. 12.75 CEU'S.

VOC 1420 — ACCOUNTING II — A continuation of Accounting I. Prerequisite: Accounting 1410. 127.5 clock hours. 12.75 CEU'S.

VOC 1210 — BUSINESS MATHEMATICS — Emphasis is placed on the study of the fundamental processes, fractions, decimals, percentage, and problem solving. The application of these fundamental processes is applied toward the problems of business which the student will encounter in the various commercial fields. 85 clock hours. 8.5 CEU'S.

VOC 1110 — TYPEWRITING I — Mechanism and care of the typewriter, its operation, keyboard drills to gain speed and accuracy, and introduction to letter forms. Students with a year of high school typewriting cannot receive credit for this course. 85 clock hours. 8.5 CEU'S.

VOC 1120 — TYPEWRITING II — Advanced drills for speed and accuracy, letter forms, telegrams, and other business forms, and manuscript typewriting. 85 clock hours. 8.5 CEU'S.

VOC 1610 — BUSINESS ENGLISH — A review of correct English usage including parts of speech, word choice, punctuation, and capitalization. It emphasizes those aspects of English that are directly applicable to the writing of effective business letters. 85 clock hours. 8.5 CEU'S.

VOC 1130 — TYPEWRITING III — A continuation of secretarial course 1120. 85 clock hours. 8.5 CEU'S.

VOC 1310 — RECORDS MANAGEMENT — Basic principles and practice that aim toward intelligent and efficient performance in managing and using records in the office. 51 clock hours. 5.1 CEU'S.

VOC 1710 — OFFICE APPLIANCES — Instruction and practice in the operation of office equipment including transcribing machines, electronic typewriters, magnetic card selectric typewriters, duplicators, and copying machine. 85 clock hours. 8.5 CEU'S.

VOC 1510 — OFFICE MACHINES — Instruction and practice in the operation of adding and calculating machines. Problem-solving activities, machine programming, and an extensive review of basic mathematics. 85 clock hours. 8.5 CEU'S.

VOC 1620 — BUSINESS COMMUNICATIONS — Study and practice in writing different types of business letters and reports with emphasis on correct spelling, grammar, punctuation, and clarity of communication. 85 clock hours. 8.5 CEU'S.

## CONTINUING EDUCATION ACADEMIC AND TECHNICAL EVENING CLASSES

Regular college courses are offered on campus and off campus in the evening at various locations in the college district including Carthage, Forest, Louisville, Philadelphia, and Choctaw Central High School near Philadelphia. The same instructional standards are maintained and the same tuition and fees apply as stated in the catalog for campus day students. In addition, the following courses are offered only in the evening.

### BANKING AND FINANCE

BFT 1113 — PRINCIPLES OF BANKING OPERATIONS — Fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the profession in a broad (and operational) perspective. Descriptive orientation intentional. (3 hour lecture). Three semester hours credit.



**BFT 1123 — MONEY AND BANKING** — Practical aspects of money and banking and the basic monetary theory. Historical treatment of minimum. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. (3 hour lecture). Three semester hours credit.

**BFT 2113 — ANALYZING FINANCIAL STATEMENTS** — Organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. Review of basic accounting principles for financial statement analysis. (3 hours lecture). Three semester hours credit.

Continuing education courses are offered in areas of skill development, skill upgrading, and personal interest where traditional courses do not meet the needs. Classes are organized on demand. When interest is expressed and it is determined that 15 or more people desire instruction, a class can usually be organized. Those completing such courses establish continuing education units (one CEU per ten clock hours of instruction). In addition to the establishment of CEU credit, the college grants individual certificates of completion for the courses.

Such courses not already included in the catalog will be added in the form of addenda as they are developed.

### ART

**ART 110 — BEGINNING PAINTING** — A studio course designed for the beginner pertaining to the use and knowledge of various painting media as well as decorative crafts. 3 CEU's credit.

**ART 210 — BEGINNING CERAMICS** — A studio course designed for the beginner pertaining to the use and knowledge of various clays in hand building three dimensional art objects. An application of ceramic glaze and firing procedures will also be included. 3 CEU's credit.

### VOCATIONAL EVENING CLASSES

The Evening Division of the Vocational Department is established primarily for the purpose of supplementary training of people already employed. Those who are interested in improving their present skills, learning new skills, or learning a new trade should enter the evening program. A certificate is issued to a person upon successful completion of each of the following courses. Other courses will be established as the need arises, either on campus or in-plant training, both supplementary and preparatory. The courses will vary in length and carry Continuing Education Units. (One CEU per ten clock hours of instruction).

### BUSINESS AND OFFICE

**FILE FILING** — Three hours per evening, one evening per week for ten weeks. Instruction as well as actual practice in filing is given in the following areas: filing, system, coding, indexing, equipment, and materials. Three CEUs.

**FILE FILING I** — Three hours per evening, one evening per week for sixteen weeks. Instruction as well as actual practice in typing is given in the following areas: mechanisms and care of the typewriter, its operation, keyboard drills, and introduction to letter forms. Five CEUs.

**FILE FILING II** — Three hours per evening, one evening per week for sixteen weeks. Instruction as well as actual practice in typing is given in the following areas: advanced drills; letter forms, telegrams, and other business forms; and manuscript typewriting. Five CEUs.

**SHORTHAND I** — Three hours per evening, one evening per week for sixteen weeks. Instruction as well as practice in shorthand is given in the theory and practice of Gregg Shorthand. The principles are applied by reading and writing shorthand with limited amounts of dictation and transcription from shorthand notes. Five CEUs.

**SHORTHAND II** — Three hours per evening per week. A continuation of Shorthand I. Five CEUs.

**OFFICE MACHINES** — Three hours per evening, one evening per week for sixteen weeks. Instruction and practice in the operation of the major types of adding and calculating machines; development of a working knowledge of the ten-key and full keyboard adding machines, rotary calculators and other mechanical office devices. Five CEUs.

**OFFICE APPLIANCES** — Three hours per evening, one evening per week for sixteen weeks. Instruction and practice in the operation of office appliances, including stencils and spirit duplicators, transcribing machines, electric typewriters, mimeoscopes, and copying machines. Five CEUs.

**BOOKKEEPING I** — Three hours per evening, two evenings per week for sixteen weeks. Instruction and practice in bookkeeping is given in the following areas: the bookkeeping cycle, special journals and subsidiary ledgers, recording special transaction, adapting bookkeeping methods to business. Ten CEUs.

**BOOKKEEPING II** — Three hours per evening, one evening per week for sixteen weeks. A continuation of Bookkeeping I. Five CEUs.

### TRADE AND INDUSTRIAL

**ELECTRICITY I, II, III & IV** — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the electrical trade to include the following areas: use of electrical tools and instruments, basic electricity, residential and commercial wiring, motor testing and overhaul, controls and related science. Six CEUs.



**MACHINE SHOP I, II, III & IV** — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in machine shop to include the following areas: precision measuring instruments, tools, materials, heat treating, bench work, drilling machines, milling machines, lathes and shaper, jig, boring and girding machines, and abrasive and cutting fluids. Six CEUs when offered on campus. If offered in industry, length of course is determined by the industry.

**REFRIGERATION, AIR-CONDITIONING & HEATING I, II, III & IV** — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the A-C and refrigeration trade to include the following areas: basic electricity, motors and controls, service tools, fundamentals of refrigeration, compression systems and construction, refrigerants and controls, cabinets, materials, absorption, systems, hermetic units, and commercial refrigeration and heating application. Six CEUs.

**WELDING I, II, III & IV** — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in welding including arc and oxyacetylene welding and cutting in the following areas: welding beads, rods, machine setting, stick welding, wire welding, gases, weld positions, and related information. Six CEUs when offered on campus. If offered in industry, length of course is determined by industry.

### OTHER

**CAKE DECORATION** — Two hours per night, one night a week for 10 weeks. 2 CEUs. Instruction in making icing, frosting, and making decorating cones, and equipment, and making the following designs: sweet pea, clown, basket, heart, wedding, bathing suit, doll, etc.

**COSTING IN FOOD SERVICE** — Three hours per evening, one evening per week for 8 weeks. 2.4 CEUs. Instruction in management, development of skills, controls in budget, factors affecting the budget, labor cost, food cost, menus, recipes, ordering and purchasing, receiving, storing, portion control.

**AUTO MECHANICS (carburetor and electrical)** — Three hours per day for two days per week. 9.6 CEUs. Instructions in fuel system, fuels, types of carburetors, types of fuel pumps, air cleaners and manifolds. Electrical system-magnetism and electricity, generators, ignitions, lighting, schematics and diagram reading and symbols.

**BLUEPRINT READING** — Three hours per night, one night a week for 16 weeks. 4.8 CEUs. Instructions in fundamentals, lines, views, notes and specifications, dimensions, shapes, abbreviations and symbols, sections, details and assembly, precision instruments.

**EMERGENCY MEDICAL TECHNICIAN (EMT)** — Four hours per day for two

days per week for 15 weeks. 120 CEUs. Instructions in the role and responsibilities of the technician, use of equipment, airway obstruction and pulmonary arrest, resuscitation, cardiac arrest, bleeding, shock, wounds, upper fracture, lower fracture, injuries, childbirth and problems related, moving patients, environmental emergencies, auto accidents, operation of emergency vehicles, maintenance, records and reports, hospital procedures, responding to ambulance calls, testing at various intervals, comprehensive practice. Students must spend 10 hours in hospital emergency room and participate in a minimum of five separate ambulance runs.

**MECHANICAL MAINTENANCE** — Instructions in elements of mechanics, lubrication of drive components, bearings, pumps, piping systems, basic hydraulics, hydraulic trouble-shooting, tools, measurements, trouble-shooting skills, pneumatics, blueprints and schematics. Length of course to be determined by industry.

**PERSONNEL MANAGEMENT** — Instructions in the management system, personnel program, staffing the organization, employee potential, behavior management, labor relations, remuneration, security, and management of the future. Length of course to be determined by the industry.

**SEWING MACHINE MECHANICS** — Instructions in machine makeup, technology, stitches, threads, machine parts, tension, needle bar, pressure bar, disassembling, timing, needle guard, feeder adjustments and motor maintenance. Three hours per day, two days per week for 16 weeks. 9.6 CEUs.

**SUPERVISORY TRAINING** — Instructions in history of company, the art of supervision, planning, organizing, directing and leadership, controlling, decision making, motivation, communication, team work, performance and role playing. Length of course determined by needs of industry.

**TAILORING** — Three hours per day for 1 day per week for 10 weeks. 3 CEUs. Instructions in pattern and fabric selection; preparation in cutting, alterations, markings and stitching; construction and pressing methods for interfacing and underlining; instructions in tailoring the jacket, coat, and skirt, and lining the garments.

**VOLUNTEER FIREMANSHIP** — Two and one-half hours per day for 4 days. 1 CEU. Instructions in fire triangle, travel, transfer of heat, exposure, chemistry of petroleum, fire, use of equipment, operation of truck, breathing equipment, fire stream, forceable entry and coordination of attack.

**CROCHET** — Two hours per evening, one evening a week for 8 weeks. 1.5 CEU. Instructions are given in the basic stitches of crochet. Further instructions are given on how to select the design of item to be made and the correct color and size of thread to use.





# APPLICATION FOR ADMISSION

EAST CENTRAL COMMUNITY COLLEGE  
DECATUR, MISSISSIPPI 39327

Print name only \_\_\_\_\_

Age \_\_\_\_\_

Sex \_\_\_\_\_

Social Security Number \_\_\_\_\_

Name \_\_\_\_\_

last

first

middle

Legal home address \_\_\_\_\_

city

state

zip code

Parent or Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

state

zip code

Home Phone \_\_\_\_\_

County \_\_\_\_\_

Religion \_\_\_\_\_

Race \_\_\_\_\_

Date of Birth \_\_\_\_\_

Mo/Day/Year

High School \_\_\_\_\_

Graduation Date \_\_\_\_\_

Month/Year

If not high school graduate have you completed GED? \_\_\_\_\_  
(Send copy of scores)

Have you taken the ACT? Yes \_\_\_\_\_ No \_\_\_\_\_

Did you send a copy to ECCC? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please send one.

Have you ever attended ECCC? \_\_\_\_\_ If so when \_\_\_\_\_ Year

Name if different, when you attended \_\_\_\_\_

List of colleges previously attended \_\_\_\_\_

(Send transcript from each college)

What semester do you plan to enroll? Summer \_\_\_\_\_ 19\_\_\_\_

Fall \_\_\_\_\_ 19\_\_\_\_ Spring \_\_\_\_\_ 19\_\_\_\_

Do you expect to enroll as a Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_

Do you plan to live in the dormitory? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, \$25.00 deposit is required. Are you enclosing deposit? Yes \_\_\_\_\_ No \_\_\_\_\_

Roommate preference \_\_\_\_\_

Program of study desired \_\_\_\_\_

If Cosmetology is the program of study desired, a \$50.00 fee must be included for application to be complete.

All transcripts, immunization record, and health certificate must be filed with the Director of Admissions before process is complete.

Mail to: Director of Admissions, East Central Community College,  
Decatur, Mississippi 39327.

Section 37-103-1 to 37-103-29, Mississippi Code of 1972 Annotated.



Entering freshmen must have transcript mailed from high school after graduation. Transfers must have transcripts mailed from each college previously attended. Official transcripts must be mailed directly from a school official to the Director of Admissions, East Central Community College, Decatur, Mississippi 39327.

Have you had the American College Test? \_\_\_\_ If you did not list East Central as one of your choices of colleges to attend, arrangements should be made to have your test results forwarded to the Admissions office.

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The college is in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1972.

Revised: March 1983

# EAST CENTRAL COMMUNITY COLLEGE

Decatur, Mississippi 39327

## STUDENT HEALTH INFORMATION RECORD - TO BE COMPLETED BY STUDENT

Please send this record to: Director of Admissions, East Central Community College, Decatur, Mississippi before the beginning of the semester or summer term when you plan to enroll. You cannot register until this report is received.

Name: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_  
Street & No. City State Zip Code

Age \_\_\_\_\_  
When do you plan to register at E.C.C.C.? (check one)  
☐ Freshman ☐ Sophomore  
Jan. 19\_\_\_\_ ☐ June 19\_\_\_\_ ☐ Aug. 19\_\_\_\_

Check below if you have had or now have any of the following ailments:

Sore Throat  
Diabetes  
Epilepsy  
Asthma  
Tuberculosis  
Frequent Colds  
Bronchitis  
Chest Pains  
Kidney Infection  
Nervous Trouble

Do you bleed excessively after injury?  
☐ Yes ☐ No

List medications to which you are allergic:

List any medications you are now taking, and why?

List operations:

### FAMILY PHYSICIAN:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

HEALTH: In general, what is the condition of your health?

I hereby authorize the campus nurse of East Central Community College to administer routine medications and treatments or to refer this student to physician at her discretion

DATE: \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE OF PARENT OR GUARDIAN: \_\_\_\_\_  
NOTE: This completed form will be kept in the College Clinic. It is necessary that the information given on this form be correct so that the College Nurse can consider it valid.



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## 1988

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# 1989

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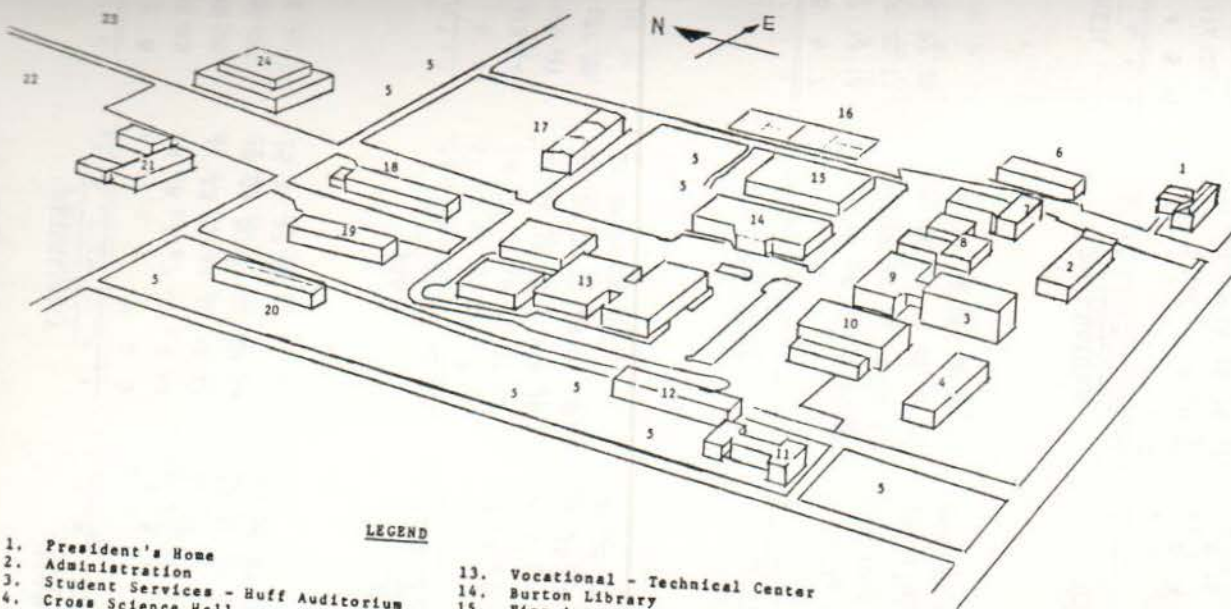
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# LEGEND

- |  |                                   |
|--|-----------------------------------|
| 1. President's Home                      | 13. Vocational - Technical Center |
| 2. Administration                        | 14. Burton Library                |
| 3. Student Services - Huff Auditorium    | 15. Fine Arts Center              |
| 4. Cross Science Hall                    | 16. Tennis Courts                 |
| 5. Faculty Houses                        | 17. Maintenance                   |
| 6. Newsome Hall                          | 18. Scott Hall                    |
| 7. Jackson Hall                          | 19. Neshoba Hall                  |
| 8. Mabry Cafeteria                       | 20. Leake Hall                    |
| 9. Newton Hall                           | 21. Vocational - Technical Annex  |
| 10. Sullivan Center - Student Activities | 22. Warrior Field (Football)      |
| 11. Todd Hall                            | 23. Baseball Field                |
| 12. Winston Hall                         | 24. Physical Education            |







BULLETIN  
EAST CENTRAL COMMUNITY COLLEGE  
DECATUR, MISSISSIPPI 39327

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# EAST CENTRAL COMMUNITY COLLEGE



1990-1992  
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**ECCC**  
WITH YOU IN MIND



# EAST CENTRAL COMMUNITY COLLEGE



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# INFORMATION DIRECTORY

Mailing Address:

EAST CENTRAL COMMUNITY  
COLLEGE  
DECATUR, MISSISSIPPI  
39327

**Telephone Switchboard:** (601) 635-2111 (Daytime)

**Administrative,** President, extension 200.

**Admissions,** Director of Admissions, Records, and Research, extension 206.

**Athletic Matters,** Athletic Director, extension 244.

**Business and Industry Assistance,** Industrial Coordinator, extension 203.

**Business Matters,** Business Manager, extension 208.

**Counseling, Academic** - extension 231, **Vocational-Technical** extension 214.

**Dormitory Accommodations,** Director of Housing, extension 213.

**Evening Programs** - Director of Adult and Continuing Education extension 279.

**Graduation,** Dean of Instruction, extension 202.

**Instructional Matters,** Dean of Instruction, extension 202.

**Scholarships, Student Jobs, and Other Student Services,** Dean of Students, extension 204.

**Student Aid,** Director of Financial Aid, extension 218.

**Summer School,** Dean of Instruction, extension 202.

**Transcripts, Schedules and Bulletins,** Director of Admissions, Records and Research, extension 206.

**Telephone - Evenings and Holidays**

**Security Guard**

**Athletic Department (if open)**

**Jackson Hall Hostess (if open)**

**Newsome Hall Hostess (if open)**

**Physical Plant (if open)**

(601) 635-2121

635-2679

635-3207

635-2126

635-3246

—BULLETIN—

# EAST CENTRAL COMMUNITY COLLEGE

Decatur, Mississippi

\*\*\*\*\*

## Accreditation

East Central Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree

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## Seventy-Sixth and Seventy- Seventh

### Annual Sessions

1990-91

1991-92

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(The College reserves the right to change any policies announced herein when deemed necessary.)



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## NON-DISCRIMINATION

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The college is in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973.

## CHAPTER 1 ORGANIZATION BOARD OF TRUSTEES

### LEAKE COUNTY

Benjamin L. Johnson.....	Route 1, Box 175, Carthage, MS 39051
Miss O'Neal.....	Route 4, Box 401, Carthage, MS 39051
Earl Chancellor.....	Route 5, Box 127, Carthage, MS 39051
Earl Edd Kea, Leake Co. Supt. of Education.....	P. O. Drawer 478, Carthage, MS 39051
Jerry K. Moore.....	Route 7, Box 246, Carthage, MS 39051
Clara Watkins.....	Route 2, Box 260, Lena, MS 39094

### NESHOBA COUNTY

J. E. Cliburn.....	Route 5, Box 341, Union MS 39365
J. C. Williamson.....	Box 42, Philadelphia, MS 39350
V. C. Manning, Neshoba Co. Supt. of Education.....	Box 338, Philadelphia, MS 39350
Bertrice Copeland.....	Route 2, Box 362, Philadelphia, MS 39350
Mrs. Rivers Breazeale.....	1140 Golf Course Rd., Philadelphia, MS 39350
Ralph Henry.....	308 Northwood Drive, Philadelphia, MS 39350

### NEWTON COUNTY

Eugene Buntnyn.....	Route 2, Box 332, Union, MS 39365
Billy Nicholson.....	P.O. Box 256, Union, MS 39365
Sam Bounds.....	Box 108, Lawrence, MS 39336
Mrs. Kathryn Walters.....	900 South Main Street, Newton, MS 39345
Lamar Blount.....	P. O. Box 374, Decatur, MS 39327
Glendon E. Caraway.....	P. O. Box 208, Hickory, MS 39332

### SCOTT COUNTY

Vernon Crowell.....	P. O. Drawer B, Forest, MS 39074
Leon Tadlock, Scott Co. Supt. of Education.....	Forest MS 39074
A. F. Hollingsworth.....	Route 1, Box 22, Lake, MS 39092
Mrs. Rebecca Farris.....	P. O. Box 56, Morton, MS 39117
Mrs. Joyce Harrison.....	Route 1, Box 53A, Forest, MS 39074
Ms. Mattye Evans.....	Route 5, Box 241-B, Forest, MS 39074

### WINSTON COUNTY

Randal Livingston.....	Route 5, Box 283D, Louisville, MS 39339
Jerry Nance.....	Route 4, Box 162, Louisville, MS 39339
Henry B. Hudspeth.....	306 Eastridge Drive, Louisville, MS 39339
Mrs. Ann Wood.....	Route 2, Box 302B, Louisville, MS 39339
Leo Parker.....	Route 1, Box 226, Noxapater, MS 39346
Dr. Fred Perkins, Supt., Louisville Municipal School District.....	200 Ivy Avenue, Louisville, MS 39339

Henry B. Hudspeth, Chairman



## BOARD OF SUPERVISORS

## LEAKE COUNTY

James M. Barnett, P. O. Box 54, Carthage, MS 39051 ..... Beat 1  
 Darrell Dickens, Route 2, Box 303, Carthage, MS 39051 ..... Beat 2  
 Ferr Smith, Route 4, Box 400, Carthage, MS 39051 ..... Beat 3  
 Billy Ray Young, Route 1, Box 349, Carthage, MS 39051 ..... Beat 4  
 Tommy Bryan, Route 2, Box 136A, Walnut Grove, MS 39189 ..... Beat 5

## NESHOPA COUNTY

A. J. Chaney, Route 7, Box 66, Philadelphia, MS 39350 ..... Beat 1  
 Wallace B. Cox, Route 3, Box 522, Philadelphia, MS 39350 ..... Beat 2  
 Dudley E. Warren, Route 1, Box 214, Philadelphia, MS 39350 ..... Beat 3  
 Dale Reynolds, P. O. Box 67, Philadelphia, MS 39350 ..... Beat 4  
 George Baxter, Route 6, Box 236, Philadelphia, MS 39350 ..... Beat 5

## NEWTON COUNTY

James Harris Addy, P. O. Box 127, Decatur, MS 39327 ..... Beat 1  
 Monroe Moore, Route 2, Box 67, Little Rock, MS 39337 ..... Beat 2  
 Max Sumrall, Route 2, Box 266, Union, MS 39365 ..... Beat 3  
 L. M. "Bubba" Bonds, Route 1, Box 256, Lawrence, MS 39336 ..... Beat 4  
 Johnie "Buddy" Weems, 101 S. Lane Street, Newton, MS 39345 ..... Beat 5

## SCOTT COUNTY

Monzell Stowers, Route 3, Box 149-D, Forest, MS 39074 ..... Beat 1  
 Steve Lee, Route 2, Box 24, Lake, MS 39092 ..... Beat 2  
 Buford Palmer, Jr., Route 1, Box 319, Morton, MS 39117 ..... Beat 3  
 W. J. Measells, Jr., Route 3, Box 118, Morton, MS 39117 ..... Beat 4  
 Joe L. Riser, Route 1, Box 65, Forest, MS 39074 ..... Beat 5

## WINSTON COUNTY

M. O. Boydston, P. O. Box 207, Louisville, MS 39339 ..... Beat 1  
 Bob Goodin, Route 7, Box 237, Louisville, MS 39339 ..... Beat 2  
 B. G. Hull, P. O. Box 88, Louisville, MS 39339 ..... Beat 3  
 Johnnie B. Edwards, 439 Jefferson, Louisville, MS 39339 ..... Beat 4  
 Devon Thomas, Route 1, Box 305, Noxapater, MS 39346 ..... Beat 5

## ADMINISTRATION

EDDIE M. SMITH ..... PRESIDENT (1985)  
 A.A., East Central Junior College; B.S. and M.Ed., Mississippi State University; Ed.D., University of Southern Mississippi

BRAD TUCKER ..... DEAN OF INSTRUCTION (1951)  
 A.A., East Central Junior College; B.S., M.S., Mississippi State University; further work at University of Southern Mississippi and University of Texas; Ed.D., Mississippi State University

HARVEY TRAPP ..... BUSINESS MANAGER (1972)  
 A.A., East Central Junior College; B.S. and M.P.A., Mississippi State University

PHIL A. SUTPHIN ..... DEAN OF STUDENTS (1988)  
 A.A., Wood Junior College; B.A., B.S., M.A.T., Mississippi State University; Ed.D., Memphis State University

RAYMOND McMULLAN ..... DIRECTOR OF ADMISSIONS, RECORDS, AND RESEARCH (1968)  
 A.A., East Central Junior College; B.S. and M.Ed., University of Southern Mississippi; further work at University of Southern Mississippi and Mississippi State University

GENE DAVIS ..... DIRECTOR OF ADULT AND CONTINUING EDUCATION (1985)  
 B.S., M.Ed. and Ed.S., Mississippi State University; further work at William Carey College

O.L. NEWELL ..... DIRECTOR OF VOCATIONAL-TECHNICAL INSTRUCTION (1961)  
 A.A., Itawamba Junior College; B.S., M.S. and further work at Mississippi State University

CHESTER CLARK ..... ASSISTANT DIRECTOR OF VOCATIONAL-TECHNICAL INSTRUCTION (1969)  
 A.A., East Central Junior College; B.S., Mississippi State University; M.Ed., Mississippi State University and further work at Mississippi State University and Mississippi College

ERLE "BUBBY" JOHNSTON II ..... DIRECTOR OF PUBLIC INFORMATION (1987)  
 B.S., Mississippi State University



**HARRY CARTER**..... DIRECTOR OF PHILADELPHIA-NESHOB  
COUNTY VOCATIONAL-TECHNICAL CENTER (1983)  
A.A., East Central Junior College; B.S., M.S., and further work at  
Mississippi State University

**ANDREW J. KILPATRICK**..... ATHLETIC DIRECTOR (1982)  
B.S., University of Southern Mississippi; M.A., Mississippi College

**CLINTON RUSSELL**..... DIRECTOR OF MAINTENANCE (1964)  
A.A., East Central Junior College

**LAWRENCE TINGLE**..... DIRECTOR OF STUDENT SUPPORT SERVICES  
(1982)  
B.S., Alcorn State University; M.Ed., Mississippi State University; further  
work at University of Kansas and Jackson State University

## PROFESSIONAL STAFF

**SARA ADAMS**..... COUNSELOR, PHILADELPHIA-NESHOB COUNTY  
VOCATIONAL-TECHNICAL CENTER (1983)  
B.A., University of Mississippi; M.A., University of Southern Mississippi;  
further work at Mississippi State University; Ph.D., University of Mississippi

**JOHN ADCOCK**..... COUNSELOR, VOCATIONAL-TECHNICAL  
DIVISION (1974)  
B.S., University of Southern Mississippi; M.Ed., Delta State College; Ed.S.,  
Mississippi State University

**ALFRED BAILEY**..... DIRECTOR OF VOCATIONAL INDIVIDUALIZED  
DEVELOPMENTAL SYSTEM (1971)  
B.S., University of Southern Mississippi; M.Ed., Mississippi State University;  
further work at University of Tennessee, Memphis State University,  
Memphis Area Vocational School and Memphis Technical School

**JAY BOWEN**..... BASKETBALL COACH, STUDENT RECRUITER (1989)  
B.S., Christian Brothers College; M.Ed., Memphis State University; further  
work at University of Mississippi

**ANN BURKES**..... LIBRARIAN (1969)  
A.A., East Central Junior College; B.S., M.S., and Ed.S., University of  
Southern Mississippi; further work at Mississippi State University

**BRENDA CARSON**..... DIRECTOR OF FINANCIAL AID (1982)  
A.A., East Central Junior College; B.S., M.Ed., Delta State University

**CHESTER CLARK**..... ASSISTANT DIRECTOR OF VOCATIONAL-  
TECHNICAL INSTRUCTION (1969)  
A.A., East Central Junior College; B.S., Mississippi State University; M.Ed.,  
Mississippi State University and further work at Mississippi State University  
and Mississippi College

**JOE CLARK**..... GOLF AND TENNIS COACH,  
DIRECTOR OF STUDENT HOUSING (1963)  
A.A., East Central Junior College; B.A., Livingston State College; M.Ed.,  
Mississippi College; further work at Mississippi State University

**JAMIE CLARK**..... BASEBALL COACH, ASSISTANT DIRECTOR  
OF ACTIVITIES (1987)  
B.S., M.Ed., Delta State University

**JIMMY C. DEMPSEY**..... VOCATIONAL-TECHNICAL COUNSELOR  
(1990)  
B.S., Delta State University; M.Ed., Mississippi State University

**THOMAS E. FORTENBERRY**..... COMPUTER ANALYST,  
PROGRAMMER,  
OPERATOR (1989)  
A.A., Meridian Junior College; further work, Mississippi State University

**JAMES HANSFORD**..... INDUSTRIAL COORDINATOR (1979)  
A.A.S., East Central Junior College; B.S., M.Ed., Mississippi State University

**JAQUITA JACKSON**..... COUNSELOR,  
STUDENT SUPPORT SERVICES (1988)  
B.B.A., M.Ed., Delta State University

**GREGG JEFcoat**..... ACADEMIC COUNSELOR (1986)  
B.S.P.E., and M.Ed., University of Mississippi; further work at Mississippi  
State University and University of Mississippi

**GLORIA JOHNSON**..... ASSISTANT LIBRARIAN (1978)  
B.S., Mississippi Valley State University; M.L.S., University of Mississippi;  
further work at Mississippi State University

**JUNE VAUGHN**..... ACCOUNTANT (1985)  
B.S., Mississippi State University



**SAMUEL PACE** ..... BASKETBALL COACH (1983)  
A.A., East Central Junior College; B.S., M. Ed., and further work Mississippi State University

**JOHN RUSSELL** ..... ASSISTANT FOOTBALL COACH (1988)  
B.S., M. Ed., University of Southern Mississippi

**TONY TRIPLETT** ..... ASSISTANT FOOTBALL COACH (1988)  
B.S., Jackson State University; further work, Jackson State University and Mississippi State University

**GAIL WOOD** ..... ASSISTANT LIBRARIAN (1975)  
A.A., Hinds Junior College; B.A., University of California, Santa Barbara  
M.S., University of Southern Mississippi; further work at University of Southern Mississippi

## FACULTY

**CARRIE ANN ALFORD** ..... RELATED STUDIES, PHILADELPHIA  
NESHOBA CENTER (1969)  
B.S., M.A., Mississippi State University; further work at Mississippi State University

**ALFRED BAILEY** ..... VOCATIONAL INDIVIDUALIZED  
DEVELOPMENTAL SYSTEM (1971)  
B.S., University of Southern Mississippi; M. Ed., Mississippi State University;  
further work at University of Tennessee, Memphis State University,  
Memphis Area Vocational School and Memphis Technical School

**LEONARD BARRIER** ..... ENGLISH (1989)  
A.A., East Central Junior College; B.A. and M.A., Mississippi College;  
further work Mississippi State University

**LARRY BLACKBURN** ..... CARPENTRY AND CABINET  
MAKING (1975)  
A.A., East Central Junior College; B.S., University of Southern Mississippi;  
further work at University of Southern Mississippi

**LILIA BRISENO** ..... SPANISH (1985)  
B.S., Morolinia College

**ANN T. BULLOCK** ..... BUSINESS TECHNOLOGY (1989)  
B.S., M. Ed., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University

**L. B. BULLOCK** ..... MATHEMATICS, COMPUTER SCIENCE (1989)  
B.S., University of Southern Mississippi; M. Ed., Mississippi State University;  
further work, University of Southern Mississippi; Jackson State University

**ANN BURKES** ..... LIBRARY SCIENCE (1969)  
A.A., East Central Junior College; B.S., M.S. and Ed.S., University of Southern Mississippi; further work at Mississippi State University

**THOMAS W. CARSON** ..... MUSIC (1982)  
A.A., East Central Junior College; B.M.E., and M.M.E., Delta State University

**LINETTE CHANCELLOR** ..... COSMETOLOGY (1989)  
Certificate, Vogue School of Cosmetology; additional work, Hinds Junior College and Jackson State University

**JOE V. CLARK** ..... MATHEMATICS AND PHYSICAL EDUCATION (1963)  
A.A., East Central Junior College; B.A., Livingston State College; M. Ed., Mississippi College; further work at Mississippi State University

**RICHARD W. CLARK** ..... MACHINE SHOP (1969)  
A.A., East Central Junior College; further work at Mississippi State University

**WILLARD CLAY** ..... WELDING (1969)  
University of Southern Mississippi, Vocational Post Secondary Training;  
additional work in Welding Specifications from Industrial Educational Programs

**MELVIE C. CULBERSON** ..... INDUSTRIAL SEWING  
PHILADELPHIA/NESHOBA CENTER (1988)  
Attended Mississippi State University

**RONALD DAVIS** ..... BIOLOGY (1987)  
A.S., East Central Junior College; B.S., University of Southern Mississippi;  
M. Ed., Mississippi State University

**ALFORD DEATON** ..... PHYSICS (1968)  
B.S., M. Ed., Mississippi State University; further work at Mississippi State University and University of Mississippi

**LARRY DURAN** ..... METAL TRADES, PHILADELPHIA-  
NESHOBA CENTER (1983)  
A.A., East Central Junior College; B.S., Mississippi State University; further work at Mississippi State University



MICHELE M. ERGLE..... BUSINESS TECHNOLOGY (1988)  
B.S., M.Ed., Mississippi State University

RICHARD C. ETHRIDGE..... SOCIAL SCIENCE (1961)  
Attended Clarke Memorial College; B.S., Mississippi College; further work at University of Southern Mississippi; M.A., Ph.D., Mississippi State University

RICHARD FISHER..... CHEMISTRY (1977)  
B.A., Cornell University; Ph.D., University of North Carolina at Chapel Hill

KATHERINE K. GEORGE..... CHILD CARE SUPERVISION TECHNOLOGY (1986)  
A.A., Hinds Junior College; B.S., University of Southern Mississippi; further work at University of Southern Mississippi, Mississippi College, Mississippi State University, and Millsaps College

SARA GRIFFIN..... COMPUTER TECHNOLOGY (1972)  
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University

SARAH GRIFFIN..... COSMETOLOGY (1984)  
Certificate, East Central Junior College, Cosmetology School; East Central Junior College, 750 hours-Teacher Training; Pre-Service Training at Mississippi State University; further work at Meridian Junior College; Seminars as required by State Board of Cosmetology

J. BRUCE GURAEDY..... ART (1975)  
B.A., M.Ed., University of Southern Mississippi; further work at Mississippi State University and Mississippi College

SHELBY L. HARRIS..... MATHEMATICS (1963)  
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University; further work at Tulane University, Florida State University, Mississippi College and University of Tennessee; Ed.D., University of Southern Mississippi

RICKY HARRISON..... DRAFTING AND DESIGN TECHNOLOGY (1983)  
A.A.S., East Central Junior College; further work at Mississippi State University and University of Southern Mississippi

HOWARD HERRINGTON..... CARPENTRY, PHILADELPHIA-NESHOBA CENTER (1983)  
Continuing Education at Mississippi State University

CHARLES W. HINSON..... MUSIC (1983)  
A.A., Copiah-Lincoln Junior College; B.M.Ed., University of Southern Mississippi; M.M.Ed., Louisiana State University; further work at University of Southern Mississippi

ROBERTA HOLT..... BUSINESS ADMINISTRATION AND ACCOUNTING (1981)  
B.S., M.S., Mississippi University for Women; further work at Mississippi State University

BRENDA JOHNSON..... COMPUTER TECHNOLOGY (1983)  
A.A.S., East Central Junior College; further work at Mississippi State University

GLORIA JOHNSON..... LIBRARY SCIENCE (1978)  
B.S., Mississippi Valley State University; M.L.S., University of Mississippi; further work at Mississippi State University and University of Southern Mississippi

WALLACE P. KEEN..... ELECTRONIC TECHNOLOGY (1983)  
B.S., University of Southern Mississippi; Officers Airborne Electronics Course, Keesler AFB, Academic Instructors Course, Air University; Guidance and Control of Missile Systems, Redstone Arsenal; Air Force Satellite Tracking and Control Western Development Labs; Apollo Guidance and Control System Marshal Space Flight Center; Computer Aided Manufacturing Systems, IBM; IBM Management Course; IBM Staff School; IBM Professional Development Course; Air Force Supervisors Course; further work at Mississippi State University

FELIX U. KNIGHT..... ELECTRICITY, PHILADELPHIA/NESHOBA CENTER (1986)  
Attended Oscar Rose Junior College; Cameron University; and Mississippi State University; graduate of Army Electricity and Electronics Schools, United Electronics Institute, and Instructional Manager Course

LEESA LEE..... MUSIC (1985)  
B.S., M.Ed., Mississippi State University

MELISSA LEWIS..... CHILDCARE TECHNOLOGY (1989)  
B.S., Mississippi State University



**GEORGE T. LYNN**..... ELECTRONIC TECHNOLOGY (1988)  
A.A., East Central Junior College; further work at Mississippi State University; Twenty six years experience as Electronics Technician, Avionics Management at branch and unit level, Avionics Engineering Staff Command Level

**FREDRICK F. LYONS**.... CARPENTRY AND CABINET MAKING (1988)  
Certificate, Carpentry and Cabinet Making, East Central Junior College

**GEORGE PAUL McELHENNEY**..... MASONRY TRADES (1978)  
Attended East Central Junior College in Carpentry and Masonry. Twenty years experience as bricklayer and foreman in brick, block and tile work of both residential and commercial building. Contractor of residential and commercial buildings in masonry trades

**LOIS McMULLAN**..... MATHEMATICS (1970)  
B.S., Mississippi College; M.Ed., University of Southern Mississippi; further work at University of Southern Mississippi and Mississippi State University

**JAMES D. McNAIR**..... AUTOMOTIVE MECHANICS (1987)  
Automotive Service Excellence Certified in Seven Areas

**GEORGE L. MASON**..... BIOLOGY (1980)  
B.S., Mississippi College; M.S., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University

**DONALD W. MASSEY**..... AUTOMOTIVE MECHANICS  
PHILADELPHIA/NESHOBA CENTER (1989)  
Fifteen years in Automotive Dealer Mechanics, graduate of 19 Dealer Service Schools, employed as welder, served as apprentice in Automotive Mechanics

**POLLY B. MAYES**..... DRAFTING AND DESIGN (1987)  
A.A.S., East Central Junior College; further work at University of Southern Mississippi

**LESTER S. MILES**..... REFRIGERATION AND AIR-CONDITIONING (1984)  
Certificates: Refrigeration and Air-Conditioning from Mississippi Delta Junior College; Carrier Corporation, Memphis, Tennessee; further work at Mississippi State University

**SAMUEL PACE**..... SOCIOLOGY (1985)  
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University

**ROBERT LEE PEARSON**..... AUTOMOTIVE MECHANICS (1986)  
Certificate East Central Junior College, Certificates in ten areas with Ford Motor Company, factory dealer experience with Ford, General Motors and Chrysler Corporation

**BRUCE W. PETERSON**..... SPEECH AND THEATRE (1967)  
B.A., Mississippi State University; M.A., University of Mississippi; further work at the University of Mississippi

**BRENDA G. PIERCE**..... INTENSIVE BUSINESS, PHILADELPHIA/NESHOBA CENTER (1986)  
A.A., East Central Junior College; B.A., University of Southern Mississippi; M.Ed., University of Southern Mississippi

**ELIZABETH PITTS**..... BUSINESS TECHNOLOGY (1975)  
B.S., M.Ed., Mississippi College; further work at Mississippi State University

**ALICE POUNCEY**..... PSYCHOLOGY AND HOME ECONOMICS (1969)  
A.A., Jones County Junior College; B.S., University of Southern Mississippi; M.Ed., Livingston University; further work at University of Southern Mississippi and Mississippi State University

**JOHN RUSSELL**..... MATHEMATICS (1988)  
B.S., M.Ed., University of Southern Mississippi

**GROVER SHOEMAKER**..... AUTOMOTIVE BODY AND FENDER (1964)  
Certificate in Painting and in Mechanics East Central Junior College, Certificate, General Motors, Dupont Refinishing Training Center; further work at East Central Junior College, Mississippi State University and University of Southern Mississippi; chief E-Z Liner Technicians certificate

**JEFF SMITH**..... ENGLISH (1989)  
B.S., University of Southern Mississippi; M.A., Ph.D., Louisiana State University

**JAMES R. STROO**..... ECONOMICS (1987)  
B.S.B.A., University of Southern Mississippi; M.B.A., University of Southern Mississippi

**THOMAS W. THRASH**..... SOCIAL SCIENCE (1962)  
A.A., East Central Junior College; B.S., M.S.S., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University



TONY TRIPLET ..... VOCATIONAL INDIVIDUALITY  
DEVELOPMENTAL SYSTEM (1984)  
B.S., Jackson State University; further work at Jackson State and Mississippi  
State University

RICKIE A. VAUGHN ..... ELECTRICITY (1980)  
Attended Northwest Mississippi Junior College; B.S., and M.Ed.,  
Mississippi State University; further work at Delta State University and  
Mississippi State University

CAROL VICKERS ..... ENGLISH (1981)  
A.A., East Central Junior College; B.A., M.S., University of Southern  
Mississippi; further work at Mississippi State University, University of  
Mississippi and University of Southern Mississippi

O.S. VICKERS ..... ENGLISH (1981)  
B.A., M.A., Ed.S., George Peabody College; further work at University  
of Southern Mississippi

GAIL D. WOOD ..... LIBRARY SCIENCE (1975)  
A.A., Hinds Junior College; B.A., University of California, Santa Barbara;  
M.S., University of Southern Mississippi; further work at University of  
Southern Mississippi

LUCILLE WOOD ..... PHYSICAL EDUCATION AND EDUCATION  
(1956)  
A.A., East Central Junior College; B.S., M.A., University of Southern  
Mississippi; further work at University of Mississippi, University of Southern  
Mississippi and Mississippi State University

## ADJUNCT FACULTY

TERRY BEN ..... HISTORY  
B.S., and M.Ed., Mississippi College

DIANNE CARTER ..... MATHEMATICS  
B.S., Mississippi State College for Women; and M.Ed., Mississippi State  
University

JERRY KESSINGER ..... SPEECH  
B.S. and M.A., Indiana State University; further work at Ohio University

SKIPPY LATHEM ..... MATHEMATICS  
A.A., East Central Junior College; and B.S., M.Ed., Mississippi State  
University

MARC McCOOL ..... HISTORY  
A.A., East Central Junior College; B.S., University of Mississippi; and  
M.Ed., Mississippi State University

GLORIA McRAE ..... MATHEMATICS  
A.A., East Central Junior College; B.S., and M.Ed., Mississippi State  
University; further study at University of Southern Mississippi and Mississippi  
State University

LAJOANE METTS ..... ENGLISH  
B.S. and M.Ed., Mississippi State University

LISA McMILLAN ..... BUSINESS TECHNOLOGY  
B.S. and M.S., Mississippi State University

CLYDE MORGAN ..... SUPERVISION  
B.S., Mississippi State University; M.R.E., Southern Baptist Theological  
Seminary; M.S.S.W., University of Texas; and Ed.D., University of  
Southern Mississippi

BARBARA MOWDY ..... MATHEMATICS  
A.A., East Central Junior College; B.S., University of Southern Mississippi;  
and M.S., Mississippi State University

VIRGINIA PACE ..... ENGLISH  
A.A., East Central Junior College; and B.S. and M.Ed., Mississippi State  
University

HAYWOOD REEVES ..... COMPUTER TECHNOLOGY  
B.S., Mississippi State University; and M.Ed., Mississippi College

ETHEL SIKES ..... COMPUTER TECHNOLOGY  
B.S., Mississippi Southern; and M.S., Mississippi State University

SYLVIA SLOAN ..... MATHEMATICS  
B.S. and M.Ed., Mississippi State University

PAULA STOKES ..... ENGLISH  
A.A., East Central Junior College; and B.A. and M.Ed., Mississippi State  
University

PAM THRASH ..... BUSINESS TECHNOLOGY  
B.S. and M.Ed., Mississippi State University



PEGGY VAN DEVENDER..... ENGLISH  
A.A., Meridian Junior College; and B.S. and M.P.A., Mississippi State  
University

W. R. WILLIS..... BUSINESS LAW  
B.S., Mississippi College; L.L.B., Jackson School of Law; and M.B.A.  
Mississippi College

DIANNE WOOTEN..... ENGLISH  
A.A., East Central Junior College; and B.S. and M.Ed., Mississippi State  
University

## SECRETARIAL AND ADMINISTRATIVE SUPPORT STAFF

GENEVA BARKER..... SECRETARY TO THE DIRECTOR OF THE  
PHILADELPHIA/NESHOPA COUNTY CENTER (1986)

AUDREY CLARK..... SECRETARY TO THE DEAN OF STUDENTS (1988)

LOU CLARK..... SECRETARY TO THE DIRECTOR OF ADMISSIONS,  
RECORDS, AND RESEARCH (1974)

SANDRA CURRY..... SECRETARY TO THE DIRECTOR OF ADULT AND  
CONTINUING EDUCATION AND THE DIRECTOR  
OF PUBLIC INFORMATION (1989)

BARBARA DEATON..... SECRETARY TO FACULTY (1975)

MARSHA HARDIN..... SECRETARY TO THE BUSINESS MANAGER  
(1989)

SUZANNE HARTHCOCK..... SECRETARY TO DIRECTOR OF  
VOCATIONAL-TECHNICAL INSTRUCTION (1989)

SANDRA HOOKER..... SECRETARY TO THE DEAN OF INSTRUCTION  
(1981)

VERSIE KILPATRICK..... SECRETARY TO DIRECTOR OF  
STUDENT SUPPORT SERVICES (1982)

LISA PEARSON..... SECRETARY TO DIRECTOR OF MAINTENANCE  
(1988)

LINDA PIERCE..... SECRETARY TO DIRECTOR OF ADMISSIONS,  
RECORDS, AND RESEARCH (1984)

JANET POPE..... SECRETARY TO THE BUSINESS MANAGER (1988)

GLORIA RIGDON..... SECRETARY TO FACULTY (1982)

BONNIE SAVELL..... SECRETARY TO DIRECTOR OF VOCATIONAL-  
TECHNICAL INSTRUCTION (1986)

LEE ANN SCOGGIN..... SECRETARY TO THE PRESIDENT (1972)

TERESA STROUD..... SECRETARY TO THE DEAN OF STUDENTS (1989)

VIVIAN TAYLOR..... SECRETARY TO THE BUSINESS MANAGER (1988)

BURMA WEIDLER..... ASSISTANT TO DIRECTOR OF FINANCIAL  
AID (1988)

## SUPPORT STAFF

LARRY ADDY..... PAINTER (1973)

MIKE ANDERSON..... DIRECTOR OF ACTIVITIES (1975)

WESLEY CHANDLER..... ELECTRICIAN (1987)

MARY JANE CLEVELAND..... CUSTODIAN (1984)

ALTON FOREMAN..... GROUNDS KEEPER (1981)

WILLIE GALLASPY, JR..... CUSTODIAN (1965)

TIM GLAZE..... DIRECTOR OF B.S.U. (1988)

CAROLYN HARALSON..... WOMEN'S DORMITORY SUPERVISOR  
(1982)

BERTHA HARRISON..... CUSTODIAN (1969)

BETTY HOLBROOK..... WOMEN'S DORMITORY SUPERVISOR (1983)

WILLIE KIDD..... CUSTODIAN (1982)

MARY MASSENGALE..... COLLEGE NURSE (1969)

BILLY McKNIGHT..... CARPENTRY (1980)

ALBERTA MOORE..... CUSTODIAN (1986)

MICHAEL MOORE..... CUSTODIAN, PHILADELPHIA-NESHOPA CENTER  
(1989)

BOBBY PATRICK..... CAMPUS SECURITY GUARD (1977)

MARTHA K. PATRICK..... CUSTODIAN (1988)

WILLIE PATRICK..... CUSTODIAN (1987)

CLAUDE RAYFORD..... GROUNDS KEEPER (1974)

MELVINA RUSSELL..... CUSTODIAN (1988)

MIRIAM RUSSELL..... BOOKSTORE CLERK (1988)

BERTIS THAMES..... CUSTODIAN (1970)

WINNIE THAMES..... CUSTODIAN (1970)

DONALD VANCE..... CAMPUS SECURITY GUARD (1988)

AMOS WILLIAMS..... CUSTODIAN (1988)

HENRY WROTEN..... CUSTODIAN (1976)



# COMMITTEES OF THE FACULTY

## ADMINISTRATIVE COUNCIL:

President, Dean of Instruction, Dean of Students, Business Manager, Director of Admissions, Records, and Research, Director of Adult and Continuing Education, Director of Vocational-Technical Instruction, Athletic Director, Director of Public Information and Director of Maintenance

## APPEALS COMMITTEE FOR ABSENTEES:

Dr. Phil Sutphin, Mr. Raymond McMullan, Selected Faculty and SBA President

## ACADEMIC PROBATION:

Director of Admissions, Records, and Research, Dean of Instruction and Dean of Students

## ADMISSIONS:

Director of Admissions, Records, and Research, Dean of Instruction and Dean of Students

## BUDGET TASK FORCE:

Mr. Harvey Trapp, Dr. Brad Tucker, Dr. Phil Sutphin, Mr. Gene Davis, Mr. A. J. Kilpatrick, Mr. O. L. Newell, Mr. Clinton Russell, Mrs. Ann Burkes, Mr. Ovid Vickers, Dr. Richard Ethridge, Dr. Shelby Harris, and Mrs. Sara Griffin

## COMPUTER USERS

Business Manager, Chairperson, Dean of Instruction, Dean of Students, Director of Admissions, Records, and Research, Director of Vocational-Technical Instruction, Computer Analyst, Librarian, Computer Technology Instructor

## CURRICULUM:

Dean of Instruction, Director of Admissions, Records, and Research, Academic Counselor, Division Chairpersons, Mr. George Mason, Mrs. Elizabeth Pitts, Mrs. Roberta Holt, Mrs. Alice Pouncey, and students (SBA Representatives)

## DISCIPLINE:

Mr. John Adcock, Mr. Gregg Jefcoat, SBA President, Miss Gloria Johnson, and Dr. Richard Ethridge, Chairperson

## FINANCIAL AID APPEALS:

Dean of Students, Academic Counselor, Director of Financial Aid, Vocational Counselor, Director of Admissions, Records, and Research

## INTERCOLLEGIATE ATHLETICS:

Athletic Director, Women's Basketball Coach, Men's Basketball Coach, Baseball Coach and Tennis and Golf Coach

## INTRAMURALS:

Mr. Mike Anderson, Coach Joe Clark, Coach A. J. Kilpatrick and Miss Lucille Wood

## LIBRARY:

Mr. Ovid Vickers, Mrs. Lois McMullan, Mrs. Ann Burkes, Mr. Tommy Thrash, Mr. Chester Clark and student (SBA Representative)

## LITERACY TASK FORCE:

Mr. Gene Davis, Mr. John Adcock, Mr. Al Bailey, Ms. Gloria Johnson, Mr. Jim Hamsford and Mrs. Carol Vickers

## PUBLIC RELATIONS TASK FORCE:

Dr. Eddie Smith, Dr. Brad Tucker, Mr. Gregg Jefcoat, Mr. John Adcock, Mrs. Lois McMullan, Mr. Ron Davis, Mrs. Elizabeth Pitts, Mr. Robbie Pearson, Mr. Charles Hinson, Coach Jamie Clark, and Bubby Johnston, Chairperson

## RECRUITMENT TASK FORCE:

Dr. Phil Sutphin, Chairperson, Mr. John Adcock, Mr. Larry Blackburn, Mr. Jay Bowen, Mrs. Brenda Carson, Mr. Tom Carson, Dr. Richard Ethridge, Mr. Ricky Harrison, Mr. Gregg Jefcoat, Mr. Bubby Johnston, President of Warrior Corps, Ms. Leesa Lee, Mr. Sammy Pace, Mrs. Elizabeth Pitts, and ex officio members, Dr. Eddie Smith, Mr. Harvey Trapp, and Dr. Brad Tucker

## SCHOLARSHIP:

Dr. Phil Sutphin, Mr. Harvey Trapp, Mrs. Sara Griffin, Dr. Shelby Harris and Mrs. Brenda Carson

## SPECIAL SERVICES ADVISORY:

Mr. Joe Clark, Mr. Alford Deaton, Mrs. Alice Pouncey, Mrs. Lawrence Tingle, and Mrs. Carol Vickers, Chairperson

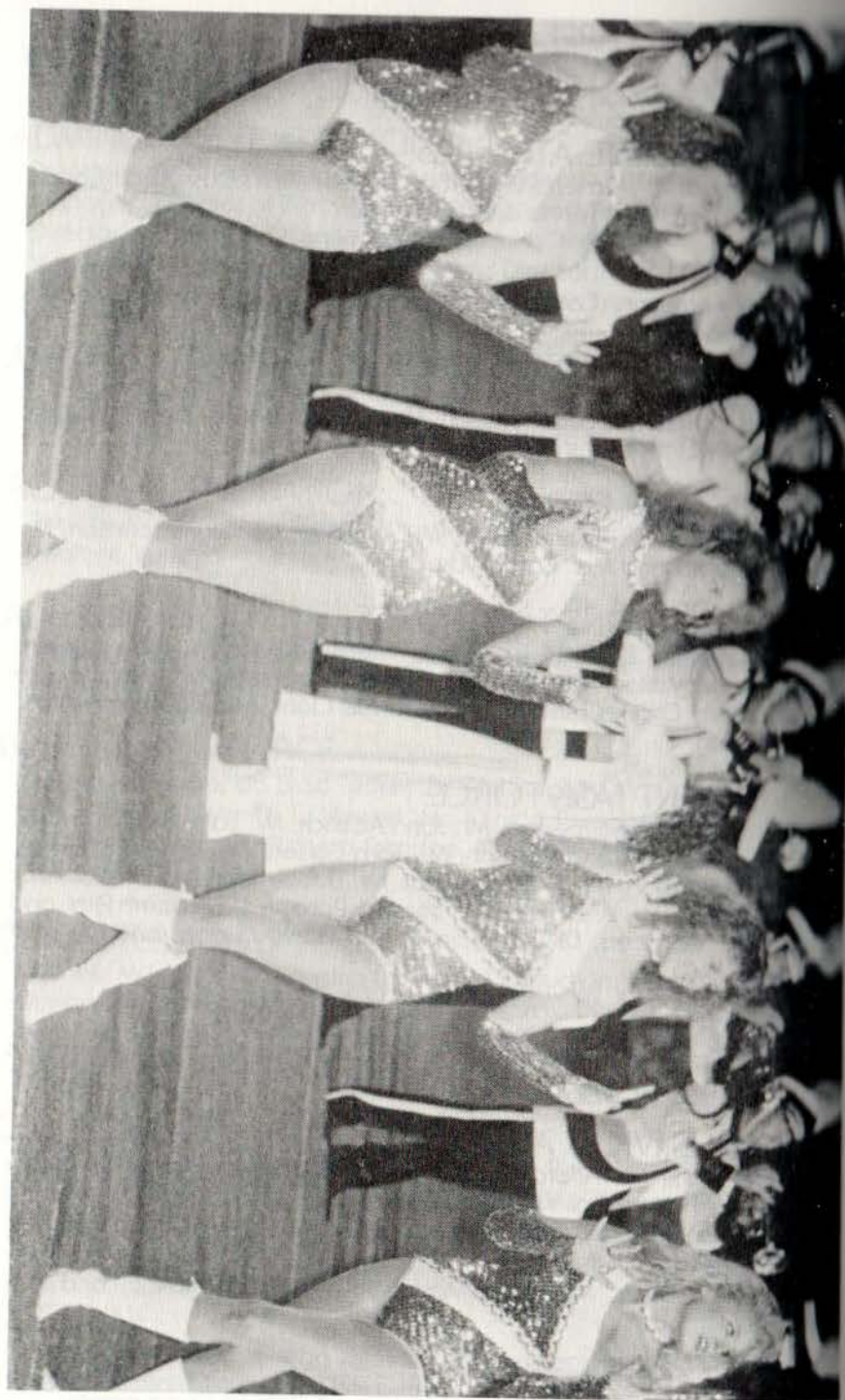
## STAFF DEVELOPMENT:

Mr. Ronald Davis, Mrs. Mary Massengale, Mr. Jim McNair, and Mrs. Brenda Johnson

## TEXTBOOK:

Dean of Instruction, Business Manager, and Division Chairpersons







# GENERAL CALENDAR

## 1990 Summer Session

### First Semester

June 4, Monday.....	Registration
June 5, Tuesday.....	Classes begin
June 8, Friday.....	Last day to register for the first term
June 29, Friday.....	Last day to drop a course with a W
July 4, Wednesday.....	Independence Day Holiday
July 6, Friday.....	First term ends

### Second Semester

July 9, Monday.....	Registration
July 10, Tuesday.....	Classes begin
July 13, Friday.....	Last day to register for second term
August 3, Friday.....	Last day to drop a course with a W
August 10, Friday.....	Second term ends
August 10, Friday.....	Summer commencement at 8:00 p.m.

## 1990-91 Regular Session

### First Semester

August 3, Friday.....	Application for admission should be on file by this date
August 10, Friday.....	Begin football practice
August 22, 23, 24.....	Faculty meeting and workshop
August 26, Sunday.....	Dormitories open at 2:00 p.m.
August 27, 28.....	Complete orientation and registration
August 29.....	Classes begin, late registration fee at 8:00 a.m.
September 3, Monday.....	Labor Day Holiday
September 7, Friday.....	Last day to register or change classes
October 5, Friday.....	Last day to remove I's of previous semester
October 24, Wednesday.....	Mid-term grades due in records office at 8:00 a.m.
November 21, Wednesday.....	Thanksgiving Holidays begin at 12:30 p.m.
November 26, Monday.....	Thanksgiving Holidays end at 8:00 a.m.
December 14, Friday.....	Last day of regular classes
December 17, 18, 19, 20, 21.....	Final examinations
December 21.....	Christmas Holidays begin for students at 12:30 p.m.
	Dormitories close at 3:00 p.m. Final grades due in records office at 3:00 p.m.

## Second Semester

January 13, Sunday.....	Dormitories open at 2:00 p.m.
January 14, 15, Monday and Tuesday.....	Completion of orientation and registration
January 16, Wednesday.....	Classes begin, late registration fee charged beginning at 8:00 a.m.
January 25, Friday.....	Last day to register or change classes
February 20, Friday.....	Last day to remove I's of previous semester
March 6, Friday.....	Spring Holidays begin at 3:15 p.m.
March 18, Monday.....	Classes resume at 8:00 a.m.
March 29, Friday.....	Easter Holiday
May 3, Friday.....	Last day to drop a class with a W
May 10, Friday.....	Last day of regular classes
May 13, 14, 15, 16.....	Final examinations
May 17, Friday.....	Spring Commencement at 8:00 p.m.

## 1991 Summer Session

### First Semester

June 3, Monday.....	Registration
June 4, Tuesday.....	Classes begin
June 7, Friday.....	Last day to register for first term
June 28, Friday.....	Last day to drop a course with a W
July 4, Thursday.....	Independence Day Holiday
July 5, Friday.....	First term ends

### Second Semester

July 8, Monday.....	Registration
July 9, Tuesday.....	Classes begin
July 12, Friday.....	Last day to register for second term
August 2, Friday.....	Last day to drop a course with a W
August 9, Friday.....	Second term ends
August 9, Friday.....	Summer commencement 8:00 p.m.

## 1991-92 Regular Session

### First Semester

August 2, Friday.....	Applications for admission should be on file by this date
August 8, Thursday.....	Begin Football Practice
August 14, 15, 16.....	Faculty meeting and workshop
August 18, Sunday.....	Dormitories open at 2:00 p.m.
August 19, 20, Monday and Tuesday.....	Completion of orientation and registration
August 21, Wednesday.....	Begin classes, late registration fee charged beginning at 8:00 a.m.



August 30, Friday ..... Last day to register or change class  
 September 2, Monday ..... Labor Day Holiday  
 September 27, Friday ..... Last day to remove I's of previous semester  
 October 16, Wednesday ..... Mid-term grades due in records office at 8:00 a.m.  
 November 27, Wednesday ..... Thanksgiving Holidays begin at 12:30 p.m.  
 December 2, Monday ..... Thanksgiving Holidays end at 8:00 a.m.  
 December 6, Friday ..... Last day to drop a course with a W  
 December 13, Friday ..... Last day of regular classes  
 December 16, 17, 18, 19, 20 ..... Final examinations  
 December 20, Friday ..... Christmas Holidays begin for students at 12:30 p.m. Dormitories close at 3:00 p.m.  
 Final grades due in records office at 3:00 p.m.

### Second Semester

January 12, Sunday ..... Dormitories open at 2:00 p.m.  
 January 13, 14, Monday and Tuesday ..... Completion of orientation and registration  
 January 15, Wednesday ..... Begin classes, late registration fee charged beginning at 8:00 a.m.  
 January 24, Friday ..... Last day to register or change class  
 February 21, Friday ..... Last day to remove I's of previous semester  
 March 6, Friday ..... Spring Holidays begin at 3:15 p.m.  
 Dormitories close at 4:00 p.m.  
 March 16, Monday ..... Spring Holidays end at 8:00 a.m.  
 April 17, Friday ..... Easter Holiday  
 May 1, Friday ..... Last day to drop a class with a W  
 May 8, Friday ..... Last day of regular classes  
 May 11, 12, 13, 14 ..... Final examinations  
 May 15, Friday ..... Spring commencement at 8:00 p.m.





## CHAPTER 2

GENERAL  
INFORMATION

## PURPOSE OF THE COLLEGE

East Central Community College seeks to fulfill the educational needs of its students from the five-county district which it serves. In a continuing effort to meet these needs, the college, through its board of trustees, administration, and faculty, conceives its purpose to be to provide instruction and service. To achieve its instructional goals, the college is committed to offer opportunities for mental, physical, and emotional development. As a service agency, the college provides programs of instruction which incorporate knowledge and skills applicable to life in a complex society.

To successfully fulfill its purpose, East Central Community College provides, at minimum cost, a variety of programs which include senior college or university parallel, technical, vocational, adult, and remedial education. The college further subscribes to and provides for self-improvement, continuing education, and community services.

Through curricular and extracurricular activities, the college provides experiences which lead to the development of the total individual. These experiences include guidance, participation, and leadership in campus activities, student clubs, and organizations.

## INSTITUTIONAL GOALS

1. To provide effective instructional programs for the first two years of university-parallel curricula to prepare students for successful transfer to senior institutions.
2. To provide vocational and technical programs designed to prepare students for immediate employment.
3. To provide a developmental program of instruction to raise basic skill levels of students whose academic foundation requires strengthening.
4. To provide enriched educational experiences for academically talented students.
5. To provide guidance, counseling, and other student services to aid students in the attainment of personal, educational and occupational goals.

6. To provide specialized industrial training programs which will develop a productive work force for new and expanding district businesses and industries.
7. To provide administrative services to support the faculty in its commitment to offer a high quality, innovative educational program for students.
8. To offer community services and continuing education programs to meet the educational and personal needs of both youth and adults and to cooperate with high schools and service agencies in providing community education programs.
9. To serve as a cultural and recreational center for the service area by offering a broad range of programs to enrich the community and to enhance creative expression in music, dance, theater arts, visual arts, sports, and recreation.

## HISTORY OF THE COLLEGE

In 1928 the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College opened its doors to a freshman class of twenty students for the first regular session in September of 1928. The college occupied buildings that were a part of the Newton County Agricultural High School, which had been organized in 1914. The Agricultural High School was located on property belonging to the Decatur Municipal School District, which had been created in 1912. The upper high school grades which comprised the Newton County Agricultural High School were a part of the college until 1958 when they joined the Decatur Attendance Center.

In March of 1939, East Central Junior College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. It has been reaffirmed each decade since. The college holds membership in the Mississippi Association of Colleges, the Mississippi Association of Community and Junior Colleges and the American Association of Community and Junior Colleges.

Originally the institution was supported by three counties — Newton, Heshoba and Scott. Later they were joined by Leake and Winston.

From the two members of the original faculty of East Central Community College — Mrs. W.W. Newsome and Mr. Robert Marshall — the number of administrators, faculty, and professional staff employed by the college has increased to 88 for the current year. Since its founding, six presidents have served the institution.



## SCHOOL PLANT AND EQUIPMENT

Through the cooperative efforts of the district and the state legislature, the school has experienced a phenomenal growth in buildings and facilities during the past several years. The school plant consists of approximately 150 acres with buildings and facilities now valued at over nine million dollars. There are nineteen main brick buildings. All residence halls, classrooms and offices are air conditioned.

In addition to facilities sufficient to sustain the general education program, laboratories are provided for art, engineering drawing, audio visual education, applied music, dramatics, reading, athletic and recreation activities, and scientific and vocational education.

### ADMINISTRATION BUILDING

Occupied at the beginning of the 1978-79 school year, the administration building houses the offices of the president, dean of instruction, business manager, adult and continuing education director, public information director, computer analyst, and the Board of Trustee's room. Proper vault facilities for the business office and adequate storage for all offices are provided in the building. This facility was provided by renovating the 7,995 square-foot former library which had been outgrown. It was constructed in 1962. It is modern, spacious, and comfortable and is located on the front campus adjacent to the student services building.

### HUFF AUDITORIUM AND STUDENT SERVICES BUILDING

This structure has a seating capacity of one thousand. The building has excellent acoustics and modern equipment and is conveniently located. The college holds its graduation, assemblies, and dramatic productions here. The student services offices are located on the ground floor. Central air conditioning, modern seating, new windows, drapes, lighting, and stage curtains are being provided by donations through the East Central Community College Development Foundation, Inc.

### BURTON LIBRARY

Occupied during the 1976-77 school year, this building is located near the center of the campus and contains a large reading area, a conference room, a spacious lobby, librarians' offices, a workroom, a faculty reading room, nine study rooms, and a room for special collections. Total seating capacity, mostly at individual and grouped carrels is 250; and shelving

is provided for 50,000 volumes. Provision is also made for housing non-book materials. Closed circuit, public, or commercial television viewing is available in any area of the building. Other media include slides, filmstrips, audio tapes, film loops, and micro texts.

### SULLIVAN CENTER

It is the college student center building and houses the grill, bookstore, and post office. The second floor contains the Student Support Services Peer Tutoring Program and the Clinic with an office for the nurse.

### MABRY DINING HALL

Remodeled in 1979, it is a modern building containing four dining rooms. The main dining room has a seating capacity of 300. Other dining rooms are the Gold Room, which seats 120; the Gordon Room, which seats 50, and the Magnolia Room, which seats 20.

### THE STUDENT ACTIVITY CENTER

The office of the Director of Student Activities is located in this building along with many student special activity facilities.

### CROSS HALL

It is a modern science building. The classroom and laboratories for the biological, chemical, and physical sciences are located here. In 1990, the chemistry laboratory was completely renovated with modern Laboratory tables and equipment as well as a controlled air vented chemical storage area.

### NEWSOME HALL

Completed in 1957, the sophomore women's dormitory is equipped with modern furniture and appliances and accommodates fifty to sixty women and the dormitory supervisor. Total renovation was completed in 1989 to bring this dormitory to present day standards for fire safety and energy conservation measures.

### JACKSON HALL

The freshman women's dormitory was remodeled in 1963 and again in 1978. It houses 125 women and contains the office and apartment of the dormitory supervisor. Total renovation was completed in 1989 to bring this dormitory to present day standards for fire safety and energy conservation measures.



## NESHOBA COUNTY HALL

This is a two-story dormitory for men. This building was constructed in 1971 and is modern in every way. It consists of thirty-one rooms and houses sixty-two students.

## SCOTT COUNTY HALL

This is a two-story dormitory for men. This building was constructed in 1972 and is modern in every way. It consists of thirty-one rooms and houses sixty-two students.

## TODD HALL

This is a dormitory for men. It was completed in 1957 and is a modern, well-equipped building arranged in suites rather than having the conventional halls found in most men's dormitories. Seventy-two men are housed in this dormitory. Total renovation was completed in 1989 to bring this dormitory to present day standards for fire safety and energy conservation measures.

## WINSTON HALL

This building was completely renovated in 1989 with structural changes to bring it up to modern standards for housing students. This renovation of the top floor provides an energy efficient, attractive facility for men. Renovation of the first floor was completed in 1990 to provide an apartment and housing facilities for students similar to those facilities on second floor.

## THE VOCATIONAL-TECHNICAL ANNEX BUILDING

It was completed in 1969 and is located north of the vocational-technical building, adjacent to the college farm. This building includes classrooms and laboratories for vocational programs.

## THE VOCATIONAL-TECHNICAL BUILDING

It contains over 58,000 square feet of floor space and was built at a cost of \$680,000. It was opened in 1969 and houses business technology, computer technology, electronic technology, drafting technology, and programs in machine shop, welding, air-conditioning and refrigeration, electricity, automotive mechanics, and body and fender repair.

## THE FINE ARTS BUILDING

Completed in 1969, it contains a 212 seat auditorium, a choral room, a band room, a music library, a listening room, classrooms for the teaching of music and art, and art studios.

## BRACKEEN-WOOD PHYSICAL EDUCATION BUILDING

This modern building was constructed in 1970 and is located near the football stadium. It contains facilities for the teaching of health and physical education and varsity basketball. This building includes offices for the Physical Education personnel and coaches and dressing rooms for men and women.

## HEWTON HALL

This is a new, two-story classroom building which was constructed in 1975. It houses the Home Economics, English, Mathematics, Social Science, History, Journalism, Education, and Psychology departments. Also, eleven faculty offices are located in this building along with several supporting facilities.

# OTHER BUILDINGS

## THE PRESIDENT'S HOME

Located on the main street of the town of Decatur at the southeast corner of the campus, this spacious home was constructed in 1961.

## LEAKE HALL

This two-story building containing sixteen apartments was originally constructed for married students. Today it is occupied by both faculty and married students.

## FACULTY HOUSES

There are eleven of these houses located at various sites on the college property.



## ATHLETIC FIELDS

### THE FOOTBALL STADIUM

Warrior Field was relocated in 1967 and is now equipped with the most modern high intensity lighting and an enlarged seating capacity.

### INTRAMURAL FIELD

This playing field is located north of the baseball field. It contains an area for intramural sports.

### CHRIS GAY IV MEMORIAL BASEBALL FIELD

It is situated near the football stadium and is well located, being adjacent to ample parking facilities and the Brackeen-Wood Physical Education Building. It was completed with a gift from the family of former student Chris Gay IV. It has modern lighting, a press box, and aluminum seats.

### TENNIS COURTS

They are located north of Newsome Hall. This playing area contains four modern tennis courts.

## STUDENT ORGANIZATIONS

Student organizations include:

Freshman Class, President's Council, Sophomore Class, and Student Body Association

Honor Society:

Phi Theta Kappa

Curricular organizations include:

Alpha Alpha Epsilon, Mu Alpha Theta, Phi Beta Lambda, Sigma Sigma Mu Tau, Student Education Association, and VICA

Special interest organizations include:

Athletics, Band, Cheerleaders, Collegians, Diamond Girls, ECCC Choir, Fashion Squad, Gospel Choir, Intramural Council, Native American Association, Residence Hall Councils, and Warrior Corps

Religious organizations include:

Baptist Student Union, Newman Club, and Wesley Foundation

Publications include:

Tom-Tom and Wo-He-Lo





## CHAPTER 3

FINANCIAL  
INFORMATION

## Expenses for Regular Session

FIRST SEMESTER	Dormitory Student	Day Student
Matriculation Fee	\$ 325.00	\$ 325.00
Registration Fee (Non-refundable)	\$ 50.00	\$ 50.00
Room Fee	\$ 300.00	
Board (5 day meal ticket)	\$ 495.00	
Total First Semester	\$1170.00	\$ 375.00
SECOND SEMESTER		
Matriculation Fee	\$ 325.00	\$ 325.00
Registration Fee (Non-refundable)	\$ 50.00	\$ 50.00
Room Fee	\$ 300.00	
Board (5 day meal ticket)	\$ 495.00	
Total Second Semester	\$1170.00	\$ 375.00
Total for Year	\$2340.00	\$ 750.00

Each dormitory student is required to purchase a meal ticket. Students who prefer the Deferred Payment Plan may pay their board in the following way:

## FIRST SEMESTER

1. \$165.00 - upon entrance
2. \$165.00 - October 1, 1990
3. \$165.00 - November 12, 1990

## SECOND SEMESTER

1. \$165.00 - upon entrance
2. \$165.00 - February 25, 1991
3. \$165.00 - April 8, 1991

The 1991-92 academic fee dates will be released in an addendum. Cosmetology students see "11" under General Information

## GENERAL INFORMATION

1. There is no special charge for laboratory, music, or business courses for full-time students.
2. Fees are an additional \$450.00 per semester for out-of-state students.
3. If the deferred payment plan is used and these payments are not met, there will be an additional charge of \$5.00 added to the account.
4. All fees are payable in advance on the date due as indicated in the "Board Calendar."
5. All students who fail to clear their accounts with the college seven (7) school days prior to the starting date for examinations each semester will be dropped from school. A written notice will be mailed to the student when this action is taken.
6. For registration on dates other than those listed on the college calendar, there will be an additional charge of \$15.00 added to the account.
7. All students who expect to register for fall semester as scheduled should complete admission requirements by August 1. Students who have not registered as scheduled in the bulletin will be assessed a late registration fee.
8. Part-time students will pay fees at the rate of \$40.00 per semester hour at the time they register.
9. Adults who are 65 years of age or older may attend East Central Community College with matriculation fees waived.
10. East Central Community College reserves the right to change any charges published if it should become necessary.
11. Cost for the 12 months Cosmetology Program is \$1310.00 which includes books and cosmetology kit. A first time student has a first time charge of \$160.00 for special supplies. Students applying for cosmetology must make an advanced partial tuition payment of \$50.00 in order to get on the admission list. (Non-refundable). Charges may be made the following way:  
 Fall Semester ..... \$375.00  
 Spring Semester ..... \$375.00  
 Summer Semester ..... \$400.00  
 Room and Board are same as listed on opposite page.
12. Transportation fee (per semester/bus students only). \$100.00

## FIRST COURSE FREE

East Central Community College announces a new policy to encourage adults who have not attended college previously to try college free. Beginning with the Summer Session 1987, any adult in the five-county district who has not previously enrolled in college and who otherwise



meets entrance requirements may take the first college credit course here at any location in the district.

For purposes of this policy, an adult is anyone over 21 years of age who has graduated from high school or who has passed the GED test and has been out of high school for more than one year. The \$40.00 per semester hour will be waived for the first course only.

Those interested should contact the Admissions, Records and Research Office at East Central Community College or attend registration as announced at the location where they plan to enroll.

### REFUND POLICY

Refunds for full-time students are made only when a student has officially withdrawn or officially dropped to part-time status, and are based on the following schedule:

During Registration	100% of amount paid
First Calendar Week	75% of amount paid
Second Calendar Week	50% of amount paid
Third Calendar Week	25% of amount paid
After Third Calendar Week	No Refund

Part-time students will not be granted tuition refunds after the first class meeting.

Students who drop from full-time status to part-time status will be reassessed fees at the part-time rate through the eighth week of each semester and will be required to withdraw from the residence hall.

Meal ticket refunds are pro-rated on the number of full weeks remaining for which a board payment has been made. There will be no refund of dormitory room rent.

The refund policy of East Central Community College for Veterans, Veterans' widows or War Orphans enrolled under Chapter 34 or 35 is on a pro-rata basis for the number of weeks remaining in the semester. The proper withdrawal procedure must be followed and the refund must be requested.

### SUMMER SCHOOL EXPENSES

Expenses for the summer are different from those during the regular session. They are announced in a special bulletin, a copy of which may be obtained on request from the Director of Admissions, Records, and Research of the college.

### THE COLLEGE BOOKSTORE

The bookstore on the campus is operated as a convenience to students and instructors in securing books when needed.

Secondhand books, in good condition, are purchased from students at a fair price provided such books will be used again as textbooks. This exchange of textbooks reduces the total cost of books for each student.

## HOUSING AND BOARDING POLICIES

East Central Community College operates a cafeteria, six residence halls, and an apartment building. The cafeteria and all residence halls are modern, air-conditioned facilities.

The apartments are small and only large enough to accommodate one family. Two families will not be allowed to live in the same quarter. In cases where a close single relative is enrolled at EC the student may be allowed to reside in the apartment with the family, but there will be an additional charge for utilities. The rent is \$100.00 per month. Students interested in these accommodations should contact the Business Manager.

Residence halls are provided on campus, and students are encouraged to live in the residence halls. All dormitory rooms are assigned based on the date the deposit of \$50.00 which includes a key deposit of \$5.00 is received. However, room assignments are made only to students who have an application for admission on file in the Admissions Office. Students may send the room deposit with the application for admission. Room deposits should be sent to the Business Office when not accompanying an application.

Room deposits are refundable if a student chooses not to attend East Central, but the school must receive the request for the refund prior to August 15. After August 15, the room deposit is refunded when the student officially withdraws from the residence hall.

If a student has a preference for a particular room or roommate this should accompany the payment of the room deposit and be given to the Director of Housing. East Central's dormitories are furnished, and the student will only need to provide bed linens.

Mabry Cafeteria offers wholesome but inexpensive meals for students. All residence hall students are required to purchase meal tickets and they must present these tickets along with their ID cards each time they eat in the cafeteria. Students may not lend their meal tickets to other people. Also, the cafeteria is closed when the school is not in session on official holidays.

## STUDENT HOUSING

### Residence Requirements for East Central Students

1. Full-time single students who are receiving activity scholarships (athletic, cheerleader, band, Collegians, Centralettes, flag corps, or rifle corps) will be required to live on campus in the college's residence halls. Exceptions are made for those students who live with parents or legal guardians and commute and for those who have a substantiated medical reason for not living on campus.



2. Single students less than 21 years of age who do not receive an activity scholarship and do not commute from their parents' or legal guardian's home must have on file in the Dean of Students' office a release statement signed by the parents/guardians granting permission to live off campus. This release statement may be obtained from the Dean of Students' office.

NOTE: The justification or reason for this policy is for the protection and security of students, parents, and school officials involved in emergency situations that might occur with the aforementioned parties.

## STUDENT ACCOUNTS

Payment of student's expenses may be made by cash, check or money order. Checks should be made out to EAST CENTRAL COMMUNITY COLLEGE. The college will keep money or other valuables in its vault on request.

## STUDENT FINANCIAL AID

The following information is a summary of financial aid programs and policies at East Central Community College. For further information and application forms, contact:

Financial Aid Office  
East Central Community College  
P. O. Box 129  
Decatur, Mississippi 39327  
Telephone: (601) 635-2111, Ext. 218

### SECTION I: FINANCIAL AID PROGRAMS

**PELL GRANT** — This Federal Program is designed to provide financial assistance to students on the basis of need. Any eligible student may receive a Pell Grant. A Pell Grant is not a loan; therefore, it does not have to be paid back.

**STATE STUDENT INCENTIVE GRANT (SSIG)** — The State of Mississippi through a matching grant program with the Federal Government provides grants to eligible Mississippi residents. Very limited funds are available to students with substantial financial need.

**SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)** — This Federal Program is designed to assist students who would be unable to obtain an education without the grant and is available to a limited number of students of exceptional financial need. Because it is a grant, it does not have to be paid back.

**WORK-STUDY** — East Central Community College participates in two types of work-study — Federal Work-Study and Institutional Work-Study. Students are awarded jobs based on need and academic ability. This program

gives students a chance to earn money to help pay their educational expenses.

**STAFFORD LOAN** — A Stafford Loan is a low-interest loan made to the student by a lender such as a bank, credit union, or savings and loan association to help with educational expenses. The Federal Government will pay the interest while the student is in school. (Formerly Guaranteed Student Loan - GSL)

**PLUS/SLS LOAN** — PLUS/SLS loans provide additional funds to students for educational expenses. Like the Stafford Loans, these loans are made by a lender.

**INSTITUTIONAL SCHOLARSHIPS** - East Central Community College offers various scholarships to eligible students.

**ACT Scholarships** - The ACT Scholarships listed below will be available to any Mississippi resident who enrolls fulltime at East Central Community College the fall semester following high school graduation. The ACT Scholarship will be available to the student for four (4) consecutive semesters. See Section II: Financial Aid Policies for further requirements.

	Pre 10/89	Post 10/89	
ACT	(18-22)	(20-23) -	A scholarship in the amount of \$100 will be awarded each semester to the eligible student.
ACT	(23-25)	(24-26) -	A scholarship in the amount of \$300 will be awarded each semester to the eligible student.
ACT	(26-29)	(27-30) -	A scholarship in the amount of \$500 will be awarded each semester to the eligible student.
ACT	(30-35)	(31-36) -	A full scholarship (matriculation fee, room and board) will be awarded each semester to the eligible student.

**Athletic Scholarships** - All Athletic Scholarships are awarded by the respective coaches. The athlete must meet the eligibility requirements of East Central Community College and the National Junior College Athletic Association. The scholarships are awarded each semester in the following manner:  $\frac{1}{8}$ ,  $\frac{1}{4}$ ,  $\frac{3}{8}$ ,  $\frac{1}{2}$ ,  $\frac{5}{8}$ ,  $\frac{3}{4}$ ,  $\frac{7}{8}$ , and full.

**Band Scholarships** - The Band Scholarships are awarded by the band director to full-time students. The scholarships are awarded by audition for marching band, concert band, jazz band, orchestra, and Collegians. Scholarship amounts vary depending upon participation in the various groups.

**Cheerleader Scholarships** - Cheerleader Scholarships are awarded to eleven students-ten cheerleaders and one mascot-who are selected by



a committee. The scholarships are awarded in the following amount each semester: matriculation fee.

**Mathematics Contest Scholarship** - The Mathematics Department sponsors a Mathematics Contest and Seminar in the spring each year for high school juniors and seniors in the East Central District. The winner of the mathematics contest receives a three hundred dollar (\$300) tuition scholarship when entering East Central in the fall semester.

**Music Scholarships** - The Music Department awards tuition scholarships to two students in voice and two students in piano each year provided that they meet the criteria established by the department.

Recipients must:

1. Declare music as their major
2. Audition before the music faculty
3. Enroll as full-time students
4. Maintain a 2.0 grade point average overall with a 3.0 in music
5. Perform as members of the Concert Choir

**Salutatorian Scholarships** - A scholarship in the amount of \$200 will be awarded to the salutatorian of each high school in the five-county district who enrolls full time at East Central Community College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for two (2) consecutive semesters. See Section II; Financial Aid Policies for further requirements.

**Valedictorian Scholarships** - A scholarship in the amount of \$300 will be awarded to the valedictorian of each high school in the five-county district who enrolls full time at East Central Community College in the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for two (2) consecutive semesters. See Section II; Financial Aid Policies for further requirements.

**ENDOWED AND OTHER SCHOLARSHIPS** - Endowed and other Scholarships are funded by individual or group donations and are made available to eligible students.

**W.R. Covington Scholarship** - This scholarship was established in 1985 by Dr. Eddie M. Smith, President of East Central Community College, in recognition of the support and assistance Mr. W.R. Covington of Noxapater, MS, has provided for many students to aid them in attending college and personally for his encouragement and financial support of Dr. Smith when he was a student at East Central Junior College. This scholarship is awarded to a graduate of Noxapater High School in the amount of \$150 a year for attendance at East Central. One-half of the scholarship will be awarded each semester.

**Obe S. Farish Memorial Scholarship** - This scholarship was established in 1986 by the family of Obe S. Farish to honor his memory and to assist a worthy student from Noxapater High School who will attend East Central Community College. Mr. Farish was a patron of Noxapater High School for nearly thirty years, having at least one child in school there continuously from 1939 to 1966. Of the five children, three attended East Central Junior College. The scholarship, in the amount of \$300, will be awarded annually at the Noxapater High School Awards Day Program with the money being deposited in the Business Office at East Central Community College, \$150 per semester.

**Nellie Neill Cross Memorial Scholarship** - This scholarship was established in memory of the late Nellie Neill Cross by her former students and friends. Mrs. Cross served East Central as a member of the faculty, as manager of the Sullivan Student Center and as a loyal supporter of the college for more than fifty years. The scholarship will be annually awarded to an entering freshman who plans to major in music with an emphasis in voice.

**General William Patrick Wilson Memorial Scholarship** - This scholarship was established by the Class of 1937, family, friends, and associates of General Pat Wilson. It honors his memory as a coach, dormitory supervisor, teacher, and National Guard officer at East Central Junior College from 1933 to 1940, and his long and colorful military career. From his Pre-World War II days, when he was affectionately known as "Captain Pat", to his much decorated combat service in the European Theater of Operations, and his outstanding record as Adjutant General of Mississippi, Pat Wilson was a remarkable leader of men.

It is the expectation of those who fund it that this scholarship will aid college students to develop such leadership qualities as he displayed. It will be administered by the Scholarship Committee of East Central Community College within the restrictions set by the founding Committee which are:

- (1) All funds contributed will be placed in endowment with only the interest expended each year for scholarships.
- (2) Recipients are to be selected annually by the college Scholarship Committee from students who have attained sophomore standing, a 3.0 grade point average, and who have a demonstrated need for financial assistance.
- (3) To retain the scholarship for a second semester a student will be required to maintain a minimum of a 2.5 grade point average on the 4.0 system.
- (4) The award each year will be made on Awards Day so that due recognition may be given the recipient.

**F.E. Leatherwood Memorial Scholarship** - This scholarship was funded by the family and friends of F.E. Leatherwood, longtime member of the



biology department faculty at East Central Community College. The scholarship is awarded at Awards Day each year to a freshman who is returning for the fall semester. The recipient is selected by the science faculty.

**Opal McMullan Dickerson Memorial Scholarship** - This scholarship was established by the Marion McMullan family in memory of their daughter Opal. It is awarded to a sophomore who is majoring in elementary education. Selection is made by the student education association adviser and is based on academic success and potential, and the contribution to the student education organization.

**R.W. Bounds Scholarship** - The R.W. Bounds Scholarship was established in 1986 by Mr. Sam Bounds, son of the person for whom the scholarship was named and member of the East Central Community College Board of Trustees. The elder Mr. Bounds was the founder of B and W Feed Service in Lawrence, Mississippi.

This scholarship is awarded to a graduate of Newton High School in the amount of \$100 a year for attendance at East Central Community College.

The recipient will be named by the principal and vocational agriculture instructor at Newton High School. The recipient must have excelled as a student in vocational agriculture and must have displayed outstanding interest and involvement in the field of agriculture. An additional factor in the selection process shall be the need of the recipient for financial assistance to attend East Central Community College.

The scholarship will be awarded to the recipient at the annual Newton High School Awards Day program.

## SECTION II: FINANCIAL AID POLICIES

**FEDERAL PROGRAMS** — In order to be eligible to receive financial aid at East Central Community College, students are expected to maintain satisfactory progress toward their certificate or degree objective in the academic, technical, or vocational programs. Satisfactory progress for all Title IV aid (Pell Grant, State Student Incentive Grant, Supplemental Educational Opportunity Grant, Federal Work-Study, Stafford Loan, or PLUS/SLS Loans) for the various programs for full-time students is defined below. The required number of hours to be completed will be reduced proportionately for part-time students. At the end of the time frame allowed for the completion of a program, students will not be eligible to receive financial aid regardless of their grade point average or cumulative hours earned.

1. The time frame for the number of hours to be completed and the grade point average required is as follows:

At the end of this semester	1	2	3	4	5	6
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A student must have accumulated at least this many hours	9	18	28	40	52	64
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With at least a cumulative grade point average of	1.0	1.5	1.75	2.0	2.0	2.0
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2. A student who does not meet these standards will be placed on financial aid probation for a semester. During the probationary semester, a student will continue to be eligible for financial aid. Upon completion of the probationary semester a student who does not meet the satisfactory progress standards will be ineligible to receive financial aid and will remain ineligible until the standards are achieved.
3. A student's entire record at East Central Community College will be evaluated to determine eligibility for financial aid regardless of whether or not the student has received aid for all semesters.
4. Upon enrolling at East Central, a transfer student will be considered to be maintaining satisfactory progress and will therefore be allowed to receive financial aid for one semester without the transfer credits being considered. At the end of that semester the transfer student's entire record, including not only the credits earned at East Central but also the accepted transfer credits from the previous institution, will be evaluated to determine if the student is maintaining satisfactory progress in the program being pursued by the student.
5. Developmental courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.
6. The procedure for determining satisfactory progress as related to incomplete grades, withdrawing from a course, or repeating a course will be the same as those procedures followed by the Admissions and Records Office. Students may obtain additional information about these procedures from the Office of Admissions, Records, and Research or the Financial Aid Office.
7. Students who wish to appeal the decisions and financial aid awards made by the Financial Aid Office should submit a written request for an appeal to the Director of the Financial Aid Office. The written request should include any information relative to the case. The appeal will be reviewed by the Financial Aid Appeal Committee. The student will be notified in writing of the committee's decision.



**INSTITUTIONAL PROGRAMS** - The following information is related to Scholarships and Institutional Work-Study.

1. A student receiving institutional financial aid in the form of an Athletic Scholarship, Band Scholarship, Cheerleader Scholarship, or Institutional Work-Study must pass nine (9) semester hours and earn eighteen (18) quality points during a semester. If a student does not meet the standard at the end of a semester, the student will be placed on probation for a semester. During the probationary semester, the student will be eligible to receive the institutional financial aid. Upon completion of the probationary semester, a student who does not meet the standard will be ineligible to receive the institutional financial aid. This policy coincides with the academic probation and suspension policy of the college; therefore, when suspended students become eligible to return to college, they shall also be eligible to receive institutional financial assistance.
2. To retain an ACT, Salutatorian, or Valedictorian scholarship, a student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average and is removed from scholarship, can get back on scholarship by having a B (3.0) average the following semester provided the scholarship is for four (4) semesters. See Section I: Financial Aid Programs for further eligibility requirements.
3. Total financial aid in scholarships from East Central Community College for dormitory and commuter students may not exceed the published cost of matriculation fee, room and board. Each student must pay the registration fee each semester (scholarship can not cover this fee).
4. Total financial aid awards for a student which includes Title IV aid and institutionally funded aid may not exceed the campus-based budget or the student's need as determined by ACT's Comprehensive Financial Aid Report.

**AWARD NOTIFICATION** - Students who complete the financial aid application requirements and who provide all required forms by June 1 will be notified regarding their financial aid awards, normally, by the end of July.

Students who apply after the June 1st priority deadline will be notified generally 4 to 8 weeks after all required forms have been turned in to the Financial Aid Office.

Until the beginning of each semester, award letters will be mailed to the address listed on the student's financial aid application.

After the beginning of each semester, the only students who will receive award letters by mail are those enrolled in evening classes. All other students will be notified through the daily "Student Bulletin" to come to the Financial Aid Office to complete the necessary paperwork.





## CHAPTER 4

# ACADEMIC POLICIES

## REQUIREMENTS FOR ADMISSION

East Central Community College ascribes to the "Open Door" policy and generally admits all students from its district who can profit from the instructional program. Specific policies follow.

### ACADEMIC AND TECHNICAL STUDENTS

To be admitted to the full-time academic or technical programs applicants must either

- (1) Present a high school transcript with 17 or more acceptable units or
- (2) Present a high school equivalency certificate from the State Department of Education or satisfactory scores on the General Education Development Test.

Before admission can be granted the following must be in the office of admissions:

1. A college application on the official form supplied by the college
2. A student health information record on the official form supplied by the college
3. A transcript of high school and previous college record
4. Scores on the American College Test (applicants 23 years of age and over are exempt from the ACT requirement)
5. A \$50.00 room deposit if the applicant is to reside in a dormitory

Admission as an East Central Community College student does not guarantee admission to specific program of studies.

### TRANSFER STUDENTS

Students desiring to attend East Central Community College after having attended another college must meet the same requirements as entering freshmen. Students with records indicating unsatisfactory standing may be accepted on probation if individual cases indicate a reasonable chance of success in the program selected.

### VOCATIONAL STUDENTS

- To be admitted to a full-time vocational program an applicant must:
1. Be of legal working age (18) before program completion
  2. Have on file in the admissions office, an official application, a student health information record, and a transcript of the last school attended
  3. Have an interview with the vocational counselor or instructor of the program selected
  4. Make a \$50.00 room deposit if planning to stay in dormitory
  5. Make an additional deposit if the program requires it (cosmetology requires \$50.00 partial tuition payment)

### Part-time Students

Students who may not meet the above admissions requirements may be provisionally admitted as part-time students. Any deficiencies must be removed before the student either enrolls full-time or accumulates 30 semester hours credit.

### CONTINUING EDUCATION UNITS

Non-credit activities organized to provide unified and systematic instruction will be measured in continuing education units (CEUs). One CEU is defined as "ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction and qualified instruction."

Note: No transcript, certificate, test scores, photo, or anything in addition to a completed application is required. A personal check covering the cost of the course with course identification on it will hold a place in any class until the first class meeting at which time the application can be completed.

### ENGLISH AND MATHEMATICS PLACEMENT

Placement in mathematics and English courses will be based upon (1) ACT scores in the subject areas (2) high school grades (3) assessments made at orientation.

Competency in the areas of English and mathematics will be determined based upon skills demonstrated in the combined criteria enumerated above.

### ACT WAIVER FOR ADULTS

Students who have been out of high school for five or more years, or those who are 23 years of age or older will have the ACT requirement waived.



### EARLY ENROLLMENT PROGRAM

East Central Community College has an early enrollment program for high school students. Students may enroll as early as the summer following the eleventh grade and take courses other than English Composition for college credit.

Students must meet the following five requirements for early enrollment:

- (1) Have completed junior year in high school
- (2) Have a B average on all high school work
- (3) Have a composite score of 20 on the ACT
- (4) Complete application for admission
- (5) Attend a counseling session prior to enrollment

### BENEFITS FOR VETERANS

East Central Community College is an approved institution for providing education training for veterans. The Director of Admissions, Records, and Research serves as Veterans Adviser and offers assistance in handling matters pertaining to veterans at the college.

### SELECTIVE SERVICE

Information and assistance in handling matters concerning Selective Service for students are available in the office of the Director of Admissions, Records, and Research.

### Admission of Foreign Students

Foreign students with acceptable scholastic records and proven English proficiency will be considered for admission as freshmen or as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of postsecondary study (college, technical school). Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of studies, satisfactory scores on the East Central Community College placement tests, and proof of financial responsibility.

Applicants, both freshmen and transfer, whose native language is not English are required to submit a score of at least 500 on the Test of English as a Foreign Language (TOEFL) and have a composite score of 15 on the ACT.

The following materials must be in the Office of Admissions and Records at least 60 days before the beginning of the semester in which admission is desired:

1. An application for admission form
2. A health form
3. A certified copy of all high school and/or college transcripts of previous credits earned.

Students applying for transfer from institutions in the United States must secure the Immigration Form I-20A-B from East Central Community College to present to the foreign student advisor at the previous school. That official will endorse the Form I-20 Transfer and forward that form and the Form I-20A to the Immigration and Naturalization Service processing center along with a recommendation about the transfer.

#### Fees -

1. Students will be assessed fees in the amount of \$1400 per semester payable at registration in addition to the regular tuition and fees paid by all other students.
2. Dormitory facilities will be available each semester only after in-district and in-state students have been housed.

### NATIONAL GUARD, VETERANS PREVIOUS EDUCATION, SERVICEMEMBERS OPPORTUNITY COLLEGES; EVALUATION, CREDIT, AND TRANSFER

The college maintains a written record of the previous education and training of each veteran enrolled and appropriate credit is given. When the training period has been shortened proportionately as a result of previous education and training, the veteran or eligible person and the VA are so notified.

East Central Community College is a participant in the Mississippi National Guard Higher Education Program. Credit earned in the armed forces is evaluated by a state office based upon the recommendations of the American Council on Education. The college is also a member of Servicemembers Opportunity Colleges (SOC).

No credit is granted by East Central Community College on the General Education Development Test. No credit is established by the college for experiential learning but credit is accepted when transcribed by another accredited college.

### EAST CENTRAL COMMUNITY COLLEGE SCHOOL STANDARDS OF PROGRESS AS REQUIRED BY VA REGULATIONS 14253 [D]

1. EXAMINATION OF RECORDS:  
The college records and accounts pertaining to veterans and eligible persons enrolled are readily identifiable and available for examination by authorized representatives of the Government.



## 2. ENTRANCE REQUIREMENTS:

Proof that entrance requirements to East Central Community College have been met prior to enrollment are a part of the veteran's and eligible person's permanent record. They also include the grade in each subject per semester, record of withdrawals, and the number of absences from any subject. These records are maintained in the office of the Director of Admissions, Records, and Research.

## 3. PREVIOUS EDUCATION AND TRAINING RECORDS:

The school maintains permanent records showing previous education and training. Enrollment certificates submitted to VA reflect proper credit for previous education and training according to the policies of the college.

## 4. PROGRESS RECORDS:

In the academic and technical program, the school records show grades of A, B, C, D, F, W (withdrawal passing), I (incomplete - grade which is temporary and is changed to a grade of A, B, C, D, or F on completion and is used in the overall grade point average of the student).

The State Veterans Affairs Approving Agency requires that grades of W and I be considered as F's in computing grade point averages. This procedure is followed in all reports to the Veterans Administration concerning the student's status. Course changing is not allowed after the first two weeks of classes. Any time a student quits a course without officially withdrawing, a final grade of "F" will be recorded. The VA will be promptly notified when a veteran or other eligible person drawing VA benefits changes his course load.

Veterans who are attending East Central Community College in the Academic and Technical programs must pass a certain number of hours each semester, the same as regular students, to remain in good standing. Students must pass nine semester hours and earn 18 quality points to remain in good standing. Quality points are assigned per semester hour the following way: A—4 quality points; B—3 quality points; C—2 quality points; D—1 quality point; and F—0 quality points. For the Veterans and other eligible persons, East Central Community College will apply the probation and suspension policies as listed in this catalog.

## 5. ATTENDANCE RECORDS:

East Central Community College maintains schedule cards and permanent record cards. Absences are kept on the student's schedule card. The last date of attendance is also reflected on this card when one drops a course. The number of absences in any particular course is placed on the final Grade Report and also in the teacher's grade book which is turned in at the end of the term, filed for records, and is available in the office of the Director of Admissions, Records, and Research. An individual is allowed absences per semester equal to

twice the times a class meets per week in addition to any official absences representing the college. This policy is given in detail elsewhere in this publication.

## SOPHOMORE STATUS

Before a student can be classified as a sophomore, he/she must have earned a minimum of 28 semester hours or its equivalent from an approved college.

## TESTING SERVICE

East Central Community College is a fully participating institution in the American College Testing Program. The Test is given on all nationally scheduled testing dates, and is given on a residual basis.

## SCHOOL TERMS AND PERIODS

East Central operates on the semester system. There are two regular semesters which begin in August and in January. There is a 10 week summer session divided into two five-week terms. Some three-week courses are also offered in summers.

Lecture periods meet a minimum of 50 minutes. Laboratory periods are equivalent to two lecture periods. Semester hours of credit are granted on the number of lecture and/or laboratory periods the class meets per week for one regular semester.

## RECORDS

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

East Central Community College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The following rights are accorded to students under this act:

1. Students are entitled to have access to school records upon request.
2. Request for access to records concerning academic grades, transcripts and absences should be filed with the Director of Admissions, Records, and Research. Request for access to records concerning test scores administered by East Central Community College counselors, financial aid, and other personal data should be filed with the Dean of Students.
3. Students are entitled to inspect and review the contents of their school records and to challenge the contents if they feel the contents are inaccurate, misleading or inappropriate. If a student wishes to challenge the contents, the Director of Admissions, Records, and Research or Dean of Students will provide a written copy of procedures to be followed.



4. Before any school records will be released to third parties (colleges, potential employers, etc.) who have requested copies of school records, the school must have the students' written consent.
5. Upon receipt of a subpoena or judicial order requiring the Director of Admissions, Records, and Research and/or Dean of Students to supply a student's records, the requested action will be taken.
6. Whenever a student seeks to enroll in another institution outside the district, the student must approve transfer of the record.
7. The law allows "directory information" about students to be made public without specific permission. Students are entitled, however, to request the deletion of certain information from school directories. Any request for deletion of directory information must be made within fourteen calendar days from the date of registration. Forms for requesting the deletion of information may be secured from the Office of the Director of Admissions, Records, and Research.
8. The school will maintain a list containing the signature, the date and the reason for all persons receiving access to students' records. Students are entitled to have access to this list. The law, however, allows school officials, including teachers, to have access to a student's records.

### GRADING SYSTEM

A —	92-100 Excellent
B —	83-91 Good
C —	74-82 Average
D —	65-73 Poor
F —	Failure
W —	Withdrawal passing
R —	Registered for audit
I —	Incomplete, but can be made up

A progress report is made to the student at Mid-Term of each semester.

### HONORS AND QUALITY POINTS

**HONORS** — Special recognition is given those students doing outstanding work in their academic subjects at the end of each grading period and at graduation. The honors are based on quality point averages.

Honors

	Required Quality Point Average
President's List .....	4.00
Dean's List .....	3.50
Honorable Mention .....	3.00

**QUALITY POINTS** — Quality points are based on the grade and number of hours credit for each course and are computed as follows:

Grades	Quality Points
A .....	4 for each semester hour
B .....	3 for each semester hour
C .....	2 for each semester hour
D .....	1 for each semester hour
F .....	0 for each semester hour

The last grade in each course attempted will be counted for quality point purposes.

### HONORS PROGRAM

The purpose of the Honors Program at East Central Community College is to provide enriched educational experiences for the academically talented students. Specially designed honors classes are offered to stimulate the honor student's spirit of inquiry and to provide opportunities for more in-depth study in several subject areas.

An Honors Council chaired by the Director of the Honors Program has been established. It is the responsibility of the council to coordinate the honors courses and to promote an atmosphere of intellectual stimulation and camaraderie among the academically talented students.

The Honors Program provides students the opportunity for independent projects and research, for greater intellectual challenge, and for association with others of similar abilities and interest.

### HONORS PROGRAM ELIGIBILITY

In order to enroll in the Honors Program a student should have a superior ACT score, a superior grade point average, and an invitation from the honors faculty. Courses are scheduled so that a student may participate in all seven courses or in any combination of courses. Courses offered include: Honors Composition I, Honors Composition II, Honors American Government, Honors American History I, Honors American History II, Honors English Literature I, and Honors English Literature II.

Students with scores of 25 or above on English and standard composite sections of the ACT are given advanced standing in English 1213 if they elect to participate in Honors English.

### ADVANCED PLACEMENT/CREDIT BY EXAMINATION

East Central has two provisions for granting credit by advanced placement of students and one provision for granting credit by examination.

Provisions for Advanced Placement in  
Vocational-Technical Instruction (Articulation)



East Central Community College will grant credit for selected courses in certain Applied Science and Certificate programs under the following conditions:

1. Applicant for credit meets all college admissions requirements and is a registered/enrolled student in good standing, and
2. Applicant has maintained a "C" average in the high school course for which articulated credit is requested, and
3. Applicant has on file a written recommendation from the high school instructor and vocational director, and
4. Applicant has successfully completed with a grade of "C" or better the next higher sequential course in the specific program for which credit is being granted.

It is understood that should a student intending to receive credit under this agreement fail to make satisfactory progress in the intermediate course, the student may transfer back to the beginning level course, or pass a challenge exam on the beginning level course with a grade of 85 on a scale of 100.

It is further understood that a high school graduate may exercise this privilege no later than the beginning of the third year following graduation.

#### Advanced Placement Examination

Students who make a three (3) or higher on the Advanced Placement (AP) tests will be given credit for the course at East Central. Academic credit established through the AP will not carry a letter grade and will not be included in calculating the quality point average.

#### College Level Examination Program (CLEP)

East Central Community College awards academic credit through the College Level Examination Program (CLEP) on subject Examinations to students who are enrolled at East Central who make a scaled score of 50 or above. The College will also accept transfer academic credit from other colleges on either the General or Subject Examinations.

East Central is not a testing center for the CLEP and does not establish credit on the General Examination. Academic credit established through the CLEP will not carry a letter grade and will not be included in calculating the quality point average.

The maximum credit allowed at East Central through the CLEP is six (6) semester hours.

### ACADEMIC PROBATION AND SUSPENSION

A student who fails to pass nine semester hours and to earn 18 quality points during a regular semester will be placed on probation until the academic record meets this minimum standard. If the minimum requirements are not met for two consecutive semesters, the student will be

suspended for one regular semester. If the suspension occurs at the conclusion of the spring semester, it may be removed by attending summer school and improving the record to the stated minimum. Deviation from this policy will be made only with the approval of the Academic Probation Committee.

The above policy will also apply to all transfer students.

### COURSE CHANGE

A fee of \$5 is assessed for each change in schedule after the date a student's schedule is completed and accepted.

### CHANGING PROGRAM

A student should discuss any proposed changes in his/her program with his/her advisor. No full-time student will be permitted to register in a new course after the second week of any regular semester.

### PROGRAM OF STUDY

A student registering for 12 or more semester hours will be considered a full-time student and should follow one of the curriculums as outlined.

### CLASS ATTENDANCE AND ABSENCES

When a student enrolls in a course, the student assumes the responsibility for attending all class meetings, completing all assignments, and otherwise satisfying the requirements of that course. Realizing that from time to time there may be just cause for absence, the college has established the policy outlined below.

The student should discuss with the instructor the impending absence before it occurs if possible or immediately after his/her return to class if the absence was an emergency. The student is responsible for all work missed regardless of the reason for being absent.

1. Official absences are those incurred when students miss class while officially representing the college. The college sponsor of the group supplies a list to the Director of Admissions, Records, and Research's Office in advance, and instructors are notified from that office before the next meeting of the class following the absence. Official absences will not count in the total number of absences allowed.
2. Unofficial absences occur when students who are not representing the college miss class. Total unofficial absences per class may not exceed three for a class that meets once per week, four for a class that meets twice per week, six for a class that meets three times per week, eight for a class that meets four times per week or ten for a class meeting five times per week. If a student exceeds these numbers of absences he/she will be cut out of class and will receive an "F" for the course.



3. The student who misses announced tests or class assignments due to unofficial absences must have approval of the instructor to take make-up tests or to complete assignments. Approval will not be granted unless the student presents a valid reason for having been absent.
4. The student has the right to appeal if he or she feels that there were extenuating circumstances for exceeding the allowable number of absences or for being cut out of class and receiving an "F" for the course. Within three (3) days of the notice of being cut out of the class(es), the student should submit to the Dean of Students a written letter of appeal giving all reasons for the appeal. The student will meet with the Absentee Appeals Committee. This committee will include the Dean of Students, the student's instructor, the academic or vocational counselor (depending on classification of student), the administrator-at-large, an instructor-at-large, and the Student Body Association President. A majority vote will be necessary for the student to be reinstated in class. Should the matter not be resolved to the student's satisfaction through the Absentee Appeals Committee, the student has the right to appeal to the President of the College within 24 hours. Such appeals must be made in writing with all reasons for the appeal given. Any student requesting it may appeal the decision of the President to the Board of Trustees. Such appeals must be made within 24 hours after the President's decision is rendered and must be in writing with all reasons for the appeal given. Appeals to the Board shall be made through the President. The last step in the appeals process will be the hearing before the Board. All appeals to the Board shall be heard in regularly scheduled meetings of the Board.

### DROPPING A COURSE

If a student desires to drop a course, the student may do so at any time with proper approval.

Unofficial withdrawal from a course at any time during the semester will result in a grade of "F". No student can drop a course within five class days prior to examination.

### INCOMPLETE GRADES

A grade of "I" (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in the student's immediate family, or similar circumstances beyond the student's control, is unable to complete the course work or to take final examinations. The student must have in writing, an approval by the Director of Admissions, Records, and Research before the student can complete this course work.

An "incomplete" on final semester grades must be removed by completing the required work by the end of the first six weeks of the next

semester the student is in school, or a grade of "F" will be recorded by the Director of Admissions, Records, and Research. The individual student has the responsibility of making the necessary arrangements with the instructor concerned.

### EXEMPTION

Any student who has applied and been accepted as a candidate for graduation may be exempt from the final examination of any course in which the student has at least a B average as of the last regular class meeting. Exemption of graduates and types of examinations (unit or comprehensive) are left to the discretion of the instructor.

### PRE-REGISTRATION TESTS

The American College Test will be administered to all academic students under age 23 who have not previously taken it. The results will be used in classification. In addition assessment tests are given in English and Mathematics. Students will be placed in these courses based on three criteria: (1) ACT scores (2) Local assessment (3) High school grades.

### ORIENTATION

All students entering East Central Community College for the first time are expected to participate in the orientation program. The program is designed to acquaint new students with rules and regulations of the college, registration procedures, and college curricula. During this time standardized testing is done, and students are assigned to faculty advisors who help them in proper course selection. School publications are reviewed, and handbooks are distributed and discussed. Orientation is held on each advance registration date in the summer and on the first two days of each regular semester.

### MAXIMUM LOAD

Fifteen or sixteen semester hours of academic work are considered a normal load each semester. First semester freshmen are not allowed to register for more than a normal load unless specified in the curriculum. Other students desiring to enroll for 20 or more semester hours must have special permission from an appropriate curriculum advisor and approval by the Dean of Instruction. A fulltime vocational student cannot enroll in a daytime academic course for credit.

### WITHDRAWAL FROM SCHOOL

Any student who leaves the college, except for temporary absences, must secure a withdrawal permit in duplicate from the Academic or Vocational Counselor's office, where he will be instructed as to the proper procedure. This permit, when completed, must be filed with the Director



of Admissions, Records and Research and Business Manager of the college. Administrative withdrawal may be processed by the Dean of Students or Director of Admissions, Records, and Research.

### TRANSFER CREDITS

All credit transferred from accredited institutions is permanent record of East Central Community College. This action is evidence that the credits are considered valid. Only those courses that average C or better will be applied toward graduation when transferred average is less than C.

### GRADUATION

ALL STUDENTS EXPECTING TO BECOME CANDIDATES FOR DEGREES OR CERTIFICATES MUST FILE AN APPLICATION WITH THE DEAN OF INSTRUCTION BY THE ANNOUNCED DEADLINE DATE

### REQUIREMENTS FOR DEGREES

East Central Community College grants three associate degrees—the Associate in Arts, the Associate in Science, and the Associate in Applied Science.

Students who plan to transfer to senior institutions should take note that substitution in the specified courses of Categories I and II below may be made with the approval of the Dean of Instruction in order to meet senior college requirements. A student may transfer back from senior college a maximum of six semester hours to complete graduation requirements at East Central Community College.

- I. To graduate from the college with the degree of Associate in Arts a student must:
  - (1) Earn a minimum of 64 semester hours of credit to include: the 24 semester hours listed in the Basic College Core plus Speech 1113, but not more than four semester hours of activity courses (Physical Education, band, choir, and varsity sports);
  - (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled only the last grade recorded will count for quality point purposes);
  - (3) Complete a minimum of fifteen semester hours at East Central Community College;
  - (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.
- II. To graduate from the college with the degree of Associate in Science a student must:
  - (1) Earn a minimum of 64 semester hours of credit to include: the 24 semester hours listed in the Basic College Core plus Speech 1113, fourteen or more semester hours of laboratory science, and not more than four semester hours of activity courses (Physical Education, band, choir, and varsity sports);

- (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled, only the last grade recorded will count for quality point purposes);
  - (3) Complete a minimum of fifteen semester hours at East Central Community College;
  - (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.
5. To graduate from the college with the degree of Associate in Applied Science a student must:
- (1) Earn a minimum of 64 semester hours of credit to include: all technical courses in the curriculum guide, Chapter 5, but not more than four semester hours of activity courses (Physical Education, band, choir, and varsity sports); and enough approved non-technical courses including Speech 1113 to complete 64 semester hours;
  - (2) Earn an average of two quality points for each semester hour attempted; (when a course is scheduled and rescheduled, only the last grade recorded counts for quality point purposes);
  - (3) Complete a minimum of fifteen semester hours at East Central Community College;
  - (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.

### REQUIREMENTS FOR CERTIFICATES

East Central Community College grants nine months, one year, eighteen months, and two year certificates.

To graduate from the college with a certificate in a particular program a student must:

- (1) Make a passing grade and average a "C" (2.00 point) on all those courses required in the curriculum. Grades in courses not listed in the curriculum will not be counted in calculating quality point averages.
- (2) Satisfactorily complete a prescribed certificate program as outlined under curriculum.

### GRADUATION FEE

A \$20.00 graduation fee is charged all students who are tentatively accepted for graduation.

### TRANSCRIPTS

It is the policy of this institution to furnish free to each graduate of East Central Community College upon written request one transcript of his or her credits earned here. If a request for a transcript occurs during the period a student is attending the college, a charge of \$1.00 is made.



All other transcripts are \$2.00 each. Correspondence pertaining to this service should be addressed to the Director of Admissions, Records, and Research of the college. The college reserves the right to protect the student's records from outside agencies.

### HEALTH SERVICES

Medical services are available to students. The campus nurse provides routine medical care and simple medication. Students who need more specialized care must visit their family physician.

Two clinics in Decatur and hospitals in Newton and Union provide emergency medical care for students.

A student health form is required as a part of the regular admission procedures of the college.

### COUNSELING AND GUIDANCE

East Central Community College is wholly committed to providing the service of professionally trained guidance personnel to all of its students. The purpose of the guidance work is to provide professional assistance to the students in deciding academic, vocational, and personal questions, especially as they involve their college life.

The Dean of Students has overall supervision and coordination of guidance, counseling, extra-curricular activities, religious development, and alumni affairs. In addition, two full-time academic counselors and two full-time vocational counselors are employed by the College. Also, faculty members serve as academic advisors in their particular area. Advisors are selected from the teaching faculty according to curricula. Faculty members are well qualified to assist the students in their career planning. Each student upon entering selects a course of study with the aid of one of the Advisors. Frequently meetings are held, and the students are urged to keep constantly in touch with their Advisor on matters pertaining to their educational or vocational careers. By careful planning, the students can find and pursue the course of study that will be most helpful in their chosen professions. Each student is thus aided in choosing a vocation for which the student is best suited.

Personal problems should be referred to the Dean of Students or one of the professionally qualified guidance persons.

### FIREARMS ON CAMPUS

In keeping with the laws of Mississippi, students are not permitted to have rifles, shotguns, or other forms of weapons on campus.

### STUDENT IDENTIFICATION CARD

Each full-time student will be issued an identification card during registration at a cost of \$3.00. The card will be used as an activity card during regular school session. Failure to show or surrender the identification card when requested by any East Central Community College official will result in disciplinary action. Replacement of card due to loss will cost \$5.00.

### UNSATISFACTORY CONDUCT

Upon enrollment each student is given a Student Handbook in which the rules and regulations governing student conduct are listed in detail. Violations which could result in suspension from college will require that the student appear before the Discipline Committee, while violations which are not cause for suspension will be handled by the appropriate authorities.

### ADULT AND CONTINUING EDUCATION PROGRAM

The Adult and Continuing Education Program meets the needs of an increasing number of adult and nontraditional students who wish to earn a degree on a part-time basis, prepare for job advancement or career change, or improve quality of life through personal enrichment and enhancement of knowledge in a specialized field of study. Classes are taught at the Decatur campus of East Central Community College and at several off-campus locations throughout the five county district.

Present off-campus sites include Carthage, the Choctaw Indian Reservation near Philadelphia, Forest, Louisville, and the Philadelphia-Neshoba County Vocational/Technical Center. Credit Classes may be arranged on-site for business or industry, school districts, medical facilities, government agencies, or in any location where specific educational needs exist.

### ADULT BASIC EDUCATION PROGRAM

East Central Community College teaches adult basic education classes in Leake, Neshoba, and Newton counties. Classes are available to the general public in need of literacy training and GED preparation. Additional services include one-to-one tutoring, and GED testing.

### PALS LABORATORY

Adult Basic Education classes utilizing the PALS Laboratory, a computerized learning system by the IBM Corporation, are taught on the Decatur campus. The PALS Laboratory provides an excellent opportunity for adult students to improve their reading and writing skills while using the computer. The program is designed for non-readers. Students typically are able to advance several grade levels in one year in this program. Day and evening classes are available.



### FACILITY ARRANGEMENTS

Facility arrangements are available to professional, fraternal, governmental, or other associations that may require this space and service for seminars, workshops, and annual meetings. Coordinators are available to assist with every detail in the organization and implementation of a successful meeting from banquet arrangements to on-site registration. A calendar of events is maintained in the office of Adult and Continuing Education listing all activities by college and outside agencies.

### CONFERENCES, WORKSHOPS, TRAINING PROGRAMS

Conferences, workshops, and training programs assist in solving special problems encountered by businesses, industries, and government agencies. Programs may be offered on-site at the client's facility or at East Central Community College. CEU (Continuing Education Units) credit is available if requested.

### CAMPS AND CLINICS

A wide variety of camps and clinics is conducted annually and serves youth during the summer months. The customary choices include baseball, basketball, foreign language, computer science, math, and studies for the gifted students all offered through Kid's College. Participants are given the opportunity to explore various fields and to further develop sports or academic skills under the supervision of qualified instructors in a college setting. The philosophy of each particular camp, whether sports or academic, emphasizes a well-balanced, enjoyable learning experience.

### TRAVEL PROGRAMS

Travel programs are offered periodically to provide educational and personal enrichment. College faculty have served as activity directors for trips to such destinations as England, France, Switzerland, Austria, Germany, Australia, and New Zealand.

### EXTENSION CENTER

Classes may be organized in courses given credit beyond junior college credit. The college has served as an Extension Center for Mississippi State University and the University of Southern Mississippi at various times in the past.

### STUDENT SUPPORT SERVICES

The college operates a peer tutoring program under Title IV of the Higher Education Act.





## CHAPTER 5

## PROGRAMS OF STUDY

Suggested programs of study in many fields of interest have been established with recommended courses for each semester. Students should note that these outlines are suggestions, not requirements. Requirements for degrees and certificates are listed in Chapter Four.

## UNIVERSITY PARALLEL PROGRAMS

The East Central Community College transfer programs are designed for the student who wishes to complete two years of college work and continue toward a Baccalaureate degree at a senior college. These suggested programs of study have been set up with extreme care; yet students should consult with advisors and the university or college catalog of their choice.

## BASIC COLLEGE CORE CURRICULUM

This core curriculum is designed for students who later plan to transfer with junior standing to one of the four-year colleges in Mississippi. Students should understand that different colleges and universities have their own requirements, and students should consult the latest catalog of the institution in which they are interested.

The following core curriculum is required by all universities under the State Board of Trustees, Institutions of Higher Learning beginning fall 1984 and is incorporated in all transfer programs of study as outlined in this chapter.

English Composition .....	6 semester hours
Laboratory Science .....	6 semester hours
College Algebra .....	3 semester hours
Humanities & Fine Arts .....	9 semester hours
<b>Total</b>	<b>24 semester hours</b>

This same 24 semester hour core curriculum is required for graduation from East Central Community College in both transfer degrees — the

Associate in Arts and the Associate in Science. (See requirements for degrees section of chapter four — Academic Policies.)

AGRICULTURE  
(AGRI)

Advisor: Dr. Tucker

The combination of courses in this curriculum is offered for students who are planning to be professional agriculture workers. Students expecting to complete a four-year Agricultural Course in a senior college should select this curriculum.

## FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition.....3	ENG 1123	English Composition.....3
CHE 1214	General Chemistry.....4	CHE 1224	General Chemistry.....4
HIS 2213	American History.....3		* Approved Electives.....9
MAT 1313	College Algebra.....3		
ART 1113	or Music 1113.....3		
	<hr/>		<hr/>
	16		16

## SOPHOMORE YEAR

First Semester		Second Semester	
ENG 1113	Amer. Nat. Government...3	SPT 1113	Oral Communication.....3
BIO 1104	General Biology.....4	BIO 2424	Zoology.....4
ECO 2113	Principles of Ec.....3	ECO 2123	Principles of Ec.....3
	* Approved Electives.....7		* Approved Electives.....6
	<hr/>		<hr/>
	17		16

\* Approved by curriculum advisor for specific transfer requirements

ART  
(ARTC)

Advisor: Mr. Guraedy

Students planning to major in art in a senior college or university should select this curriculum.

## FRESHMAN YEAR

First Semester		Second Semester	
ART 1413	Design I.....3	ART 1423	Design II.....3
ART 1313	Drawing I.....3	ART 1323	Drawing II.....3
ART 1113	Art Appreciation.....3	ENG 1123	English Composition II.....3
ENG 1113	English Composition I.....3	HIS 1173	World Civilization II.....3
HIS 1163	World Civilization I.....3		Elective.....3
	Activity.....1		Activity.....1
	<hr/>		<hr/>
	16		16



## SOPHOMORE YEAR

First Semester				Second Semester			
MAT	1313	Algebra.....	3	ENG	2333	English Literature II.....	3
ENG	2323	English Literature I.....	3	BIO	1144	Gen. Biology.....	3
		Social Science Elective.....	3			Social Science Elective.....	3
		Art Elective.....	3			Art Elective.....	3
BIO	1134	Gen. Biology.....	4	SPT	1113	Oral Communication.....	3
			16				

BUSINESS ADMINISTRATION  
(BADM)

Advisor: Mrs. Holt

Students who plan to continue through a four-year college course in Business Administration, Accounting, Banking and Finance, Marketing Management and other business fields should take this curriculum.

## FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition.....	3	ENG	1123	English Composition.....	3
PSY	1513	General Psychology.....	3	HIS		History (Elective).....	3
MAT	1313	College Algebra.....	3	BIO	1144	General Biology.....	3
HIS		History (Elective).....	3	SPT	1113	Oral Communication.....	3
BIO	1134	General Biology.....	4	MAT	1333	Finite Mathematics.....	3
		Activity.....	1			Activity.....	1
			17				

## SOPHOMORE YEAR

First Semester				Second Semester			
ENG		Literature (English or American).....	3	ENG		Literature (English or American).....	3
PSC	1113	Amer. Nat. Government.....	3	ECO	2123	Principles of Economics.....	3
ECO	2113	Principles of Economics.....	3	ACC	1223	Principles of Accounting.....	3
ACC	1213	Principles of Accounting.....	3	*BAD	2323	Business Statistics.....	3
BAD	2413	Business Law.....	3			Art or Music Appreciation.....	3
			15				

\* Check with curriculum advisor before registering for this course.

BUSINESS EDUCATION  
(BEDU)

Students planning to teach business in secondary schools should register in Secondary Education.

COMPUTER SCIENCE  
(CSCI)

Advisor: Mr. Bullock

## FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition.....	3	ENG	1123	English Composition.....	3
MAT	1313	College Algebra.....	3	MAT	1613	Calculus I.....	3
MAT	1323	Trigonometry.....	3	MAT	1623	Calculus II.....	3
		Laboratory Science.....	4	*SCI		Laboratory Science.....	4
1113		Intro. to Computer Con.....	3	CSC	1613	Programming I.....	3
			16				

## SOPHOMORE YEAR

First Semester				Second Semester			
		*Humanities.....	6			*Humanities.....	6
PHY	2414	General Physics.....	4	*PHY	2424	General Physics.....	4
		Programming II.....	3			Elective.....	3
1113		Oral Communication.....	3			*Elective (Fine Arts).....	3
			16				

Electives should be selected with the approval of the curriculum advisor to meet specific university requirements.

DENTISTRY  
(PDEN)

Students majoring in pre-dentistry should enroll in the medical curriculum.

EDUCATION, ELEMENTARY  
(EEDU)

Advisors: Mrs. Pouncey, Miss Wood, Mrs. McMullan

An education curriculum should be selected by those who are planning to teach. The requirements include courses in General Education, Professional Education, and Specialized Education. Those who plan to teach in high school should decide on their teaching field and take one or more courses in the field each semester. The Comp test should be taken during the second semester of the sophomore year.

## FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition.....	3	ENG	1123	English Composition.....	3
BIO	1134	General Biology.....	4	BIO	1144	General Biology.....	4
		History.....	3	PSC	1113	Nat'l. Government.....	3
		(World or American).....	3	ART	1113	Art Appreciation.....	3
MAT	1313	Algebra.....	3	PSY	1513	General Psychology.....	3
1213		Per. & Com. Health.....	3				
			16				



## SOPHOMORE YEAR

First Semester Literature		Second Semester	
ENG		MAT 1733	Informal Geometry and Algebra.....3
	(English or American).....3	ART 1913	Art for Elementary Teachers.....3
PHY 2313	Survey of Gen. Physics.....3		Elective.....3
MUS 2513	Music for Children.....3	SPT 1113	Oral Communication.....3
MAT 1723	The Real Number System.....3		Elective.....3
	Electives.....6		
		18	

EDUCATION, PHYSICAL  
(PEDU)

Advisors: Miss L. Wood, Mr. J. Clark, Mr. Kilpatrick

## FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition.....3	ENG 1123	English Composition.....3
BIO 1134	General Biology.....4	MAT 1313	College Algebra.....3
HPR 1213	Per. & Com. Health.....3	BIO 1144	General Biology.....3
HIS	History.....3	HIS	History.....3
	(World or American).....3		(World or American).....3
HPR 1313	Introduction to Health, Physical Education and Recreation.....3	HPR 2213	First Aid.....3
HPR	Activity Fitness and Conditioning.....1	HPR	Activity (Golf).....1
		17	

## SOPHOMORE YEAR

First Semester		Second Semester	
ENG	Literature.....3	ENG	Literature.....3
	(English or American).....3		(English or American).....3
ECO 2213	Economics or.....3	HPR 2323	Rec. Leadership.....3
SOC 2113	Intro. to Sociology.....3	MAT	Math or.....3
SCI	Physical Science Elective.....3	SCI	Science (Elective).....3
ART 1113	or MUS 1113.....3	SOC 2143	Mar. & Family.....3
SPT 1113	Oral Communication.....3	HPR	Activity.....3
HPR	Activity (Tennis).....1		Elective.....3
		16	

EDUCATION, SECONDARY  
(SEDU)

Advisors: Mrs. Pouncey, Miss Wood, Mr. McMullan

## FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition.....3	ENG 1123	English Composition.....3
PSY 1313	General Psychology.....3	HPR 1213	Per. & Com. Health.....3
BIO 1134	General Biology.....4	BIO 1144	General Biology.....4
HIS	History.....3	ART 1113	Art Appreciation.....3
	(World or American).....3		or.....3
MAT 1313	College Algebra.....3	MUS 1113	Music Appreciation.....3
		HIS	History.....3
			(World or American).....3
		16	

## SOPHOMORE YEAR

First Semester		Second Semester	
ENG	Literature.....3	ENG	Literature.....3
	(English or American).....3		(English or American).....3
HPR	Chemistry, Physics or.....3	HIS	Social Studies.....3
	Gen. Physics.....4	SPT 1113	Oral Communication.....3
	Electives.....9		Electives.....7
		16	

## RECOMMENDED ELECTIVES

Courses in the field you plan to teach. (See teaching areas listed below):  
English: ENG 2323 or 2333 English Literature; ENG 2223 or 2233 American Literature.

Mathematics: MAT 1323 Trigonometry, Cal. I 1613, Cal. II 1623, Cal. III 2613, Cal. IV 2623, Differential Equations 2913.

Physical Education: HPR 1313 Intro. to Health Physical Education & Recreation, HPR 2213 First Aid, HPR 2323 Recreational Leadership; Minimum of 3 P.E. activity courses.

Social Studies: HIS 1163 or 1173 World Civ., Am. History 2213, 2223 Sociology 2113, Am. Government 1113, State & Local Gov. 1123, Economics 2113.

Speech: 1233 Acting I, 1213 Computer Science Elective.

ENGINEERING  
(ENGR)

Advisors: Dr. Harris, Mrs. McMullan

Students who are interested in any engineering field should register in this curriculum. The first two years of engineering are basically the same for all branches of engineering, and this curriculum is designed to meet these needs.



## FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition.....3	ENG	1123	English Composition.....3
TDD	1313	Graphic Com.....3	SPT	1113	Oral Communication.....3
MAT	1313	College Algebra.....3	MAT	1613	Calculus I.....3
MAT	1323	Trigonometry.....3	MAT	6123	Calculus II.....3
CHE	1214	General Chemistry.....4	*CHE	1224	General Chemistry.....4
		Activity.....1			

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## SOPHOMORE YEAR

First Semester			Second Semester		
MAT	2613	Calculus III.....3	PSC	1113	Amer. Nat. Government.....3
MAT	2623	Calculus IV.....3	MAT	2913	Differential Equations.....3
PHY	2414	General Physics.....4	PHY	2414	General Physics.....4
HIS	2213	American History I.....3			Humanities (Electives).....3
ECO	2113	Prin. of Economics.....3			Fine Arts Elective.....3
CSC	1313	Fortran Programming.....3			

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## RECOMMENDED COURSES

HIS	1163	World Civilization I	SOC	2113	Intro. to Sociology
HIS	2223	American History Literature (any)	CHE	2424-	2324 Organic Chemistry (for Chemical Engineers)
			PSY	1513	Psychology

\* Check with curriculum advisor before registering for this course.

FORESTRY  
(FORS)

Advisor: Dr. Tucker

## FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition.....3	ENG	1123	English Composition.....3
BIO	1134	General Biology.....4	BIO	1144	General Biology.....4
CHE	1214	College Chemistry.....4	CHE	1224	College Chemistry.....4
MAT	1313	College Algebra.....3	MAT	1323	Trigonometry.....3
HIS		History.....3	HIS		History.....3

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## SOPHOMORE YEAR

First Semester			Second Semester		
ECO	2113	Principles of Economics.....3	SPT	1113	Oral Communication.....3
MAT	1613	Calculus I.....3			Social Studies.....3
ENG		Literature.....3			Elective.....3
		Fine Arts Elective.....3			*Electives.....3
		*Elective.....3	ENG		Literature.....3

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\* Electives to be selected with advisor based on upper division option to be selected.

HOME ECONOMICS  
(HECO)

Advisor: Mrs. Pouncey

## Clothing, Textiles, and Fashion Merchandising

## FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition.....3	ENG	1123	English Composition.....3
BIO	1134	Biology.....4	BIO	1144	Biology.....4
HIS	1101	Introduction to Modeling.....1	HIS		History.....3
ART	1113	Art Appreciation.....3	MAT	1313	College Algebra.....3
		History.....3			Elective.....3
PSY	1513	General Psychology.....3			

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## SOPHOMORE YEAR

First Semester			Second Semester		
ART	1413	Design I.....3	ECO	2133	Principles of Economics.....3
ACC	1213	Principles of Accounting.....3	ENG		Literature.....3
HIS	1111	Social Usage.....1	PHY	2213	Physical Science.....3
HIS		Literature.....3	SOC	2113	Sociology.....3
PSY	2513	Child Psychology.....3			Elective.....3
SPT	1113	Oral Communications.....3			

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## HOME ECONOMICS EDUCATION

See Secondary Education Curriculum and follow suggested outline for students interested in teaching home economics.

Students who choose other fields in home economics should consult the advisor to help in course selection.

LIBERAL ARTS  
(LART)Social Science Advisors: Dr. Ethridge, Mr. Thrash,  
Mr. PaceArt Advisor: Mr. Guraedy, Mathematics Advisors:  
Dr. Harris, Mrs. McMullanEnglish Advisors: Mr. Vickers, Mr. Barrier, Dr. Smith,  
Mrs. VickersScience Advisors: Mr. Mason, Dr. Fisher, Mr. Deaton,  
Mr. Davis

Speech Advisor: Mr. Peterson

The Liberal Arts Curriculum will meet the pre-professional needs of many students who are planning some professional vocation. It may be selected by the pre-law students, by pre-ministerial students, or by those planning



a career in journalism, or social work, and by others. In addition to the above, students who come to college to secure the general and liberalizing value of education, who are planning to continue a similar curriculum in a four-year college, or whose interests cannot be met by another curriculum usually select this curriculum. Electives should be chosen from a student's field of interest with the approval of the individual advisor.

## FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition.....	3	ENG	1123	English Composition	
HIS		History		HIS		History	
		(World or American).....	3			(World or American)	
BIO	11134	General Biology.....	4	BIO	1144	General Biology	
MAT	1313	College Algebra.....	3	SPT	1113	Oral Communication	
PSY	1513	Psychology.....	3			Elective.....	
		Activity.....	1			Activity.....	
			17				17

## SOPHOMORE YEAR

First Semester				Second Semester			
ENG		Literature		ENG		Literature	
		(English or American).....	3			(English or American)	
PSC	1113	Amer. Nat. Government.....	3	SOC	2113	Sociology.....	
		Electives.....	6			Electives.....	
ART	1113	or MUS 1113.....	3				15
			15				

## RECOMMENDED ELECTIVES

6 to 12 semester hours of Spanish should be strongly considered

PSY 1513 General Psychology

HPR 1313 Per. & Com. Health

PRE-MEDICAL/PRE-DENTAL  
(PMED)

Advisors: Mr. Mason, Mr. Davis, Dr. Fisher

The curriculum listed below will satisfy the requirements of the first two years of preprofessional study leading to professional school.

## FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition.....	3	ENG	1123	English Composition	
MAT	1313	College Algebra.....	3	MAT	1323	Trigonometry.....	
CHE	1214	General Chemistry.....	4	CHE	1224	General Chemistry	
BIO	2414	Zoology.....	4	BIO	2424	Zoology.....	
		Art or Music App.....	3			Elective.....	
			17				17

## SOPHOMORE YEAR

First Semester				Second Semester			
		Literature		ENG		Literature	
		or				or	
		Language.....	3			Language.....	3
CHE	2424	Organic Chemistry.....	4	CHE	2434	Organic Chemistry.....	4
HIS	1163	World Civilization I.....	3	HIS	1173	World Civilization II.....	3
PHY	2414	General Physics.....	4	PHY	2424	General Physics.....	4
	1113	Oral Communication.....	3			Elective.....	3
			17				17

MEDICAL TECHNOLOGY  
(METC)

Advisors: Mr. Mason, Mr. Davis

## FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition.....	3	ENG	1123	English Composition.....	3
MAT	1313	College Algebra.....	3	MAT	1323	Trigonometry.....	3
PSY	1513	Psychology.....	3	SOC	2113	Sociology.....	3
CHE	1214	Chemistry.....	4	CHE	1224	Chemistry.....	4
	2414	Zoology.....	4	*BIO	2424	Zoology.....	4
			17				17

## SOPHOMORE YEAR

First Semester				Second Semester			
CHE	2424	Organic Chemistry.....	4	CHE	2434	Organic Chemistry.....	4
BIO	2514	Anatomy and Physiology.....	4	BIO	2524	Anatomy and Physiology.....	4
		Art or Music App.....	3	BIO	2924	Microbiology.....	4
ENG		Literature		ENG		Literature	
		(English or American).....	3			(English or American).....	3
		Oral Communication.....	3				15
			17				

See your advisor. University requirements differ on this course.

## MUSIC

Advisors: Mr. Hinson, Mr. Carson, Ms. Lee

The work of the music department is organized (1) to give sound foundation work in music theory, (2) to develop understanding and appreciation of the literature and history of music, and (3) to develop techniques with the voice and music instruments.

The following suggested programs of study lead to the Bachelor's Degree with vocal, instrumental, or piano emphasis.



# MUSIC WITH INSTRUMENTAL EMPHASIS (MEIE)

Advisor: Mr. Carson

## FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition.....3	ENG 1123	English Composition.....3
MUS 1214	Music Theory I.....4	MUS 1224	Music Theory II.....4
HIS 1163	World Civilization.....3	HIS 1173	World Civilization.....3
MAT 1313	College Algebra.....3	MUS 1123	Music Survey.....3
MUA 1511	Class Piano I.....1	MUA 1521	Class Piano II.....1
MUA 1711	Class Voice I.....1	MUS 1721	Class Voice.....1
*MUA 1172	Brass I.....2	*MUA 1182	Brass II.....2
*MUA 1472	Percussion I.....2	*MUA 1482	Percussion II.....2
*MUA 1872	Woodwinds I.....2	*MUA 1882	Woodwinds II.....2
MUO 1111	Band I.....1	MUO 1121	Band II.....1

18

\* Choose Major Instrument

## SOPHOMORE YEAR

First Semester		Second Semester	
ENG 2223	Literature (American).....3	SPT 1113	Oral Communication.....3
or		MUS 2224	Music Theory IV.....4
ENG 2323	Literature (English).....3	BIO 1144	General Biology.....4
MUS 2214	Music Theory III.....4	or	
BIO 1134	General Biology.....4	PHY 2323	Survey of Gen. Physics.....3
or		MUA 2521	Class Piano IV.....1
PHY 2313	Survey of Gen. Physics.....3	MUA 2721	Class Voice IV.....1
MUA 2511	Class Piano III.....1	*MUA 2182	Brass IV.....2
MUA 2711	Class Voice III.....1	*MUA 2482	Percussion IV.....2
*MUA 2172	Brass III.....2	*MUA 2882	Woodwinds IV.....2
*MUA 2472	Percussion III.....2	MUO 2121	Band IV.....1
*MUA 2872	Woodwinds III.....2		
MUO 2111	Band III.....1		

15 or 16

\* Choose Major Instrument

# MUSIC WITH PIANO EMPHASIS (MEPE)

Advisor: Ms. Lee

## FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition.....3	ENG 1123	English Composition.....3
MUS 1214	Music Theory I.....4	MUS 1224	Music Theory II.....4
HIS 1163	World Civilization.....3	HIS 1173	World Civilization.....3
MAT 1313	College Algebra.....3	MUS 1123	Music Survey.....3
MUA 1572	Major Piano I.....2	MUS 1582	Major Piano II.....2
MUA 1772	Major Voice I.....2	MUA 1782	Major Voice II.....2
MUO 1211	Chorus I.....1	MUO 1221	Chorus II.....1

18

## SOPHOMORE YEAR

First Semester		Second Semester	
ENG 2223	Literature (American).....3	SPT 1113	Oral Communication.....3
or		MUS 2224	Music Theory IV.....4
ENG 2323	Literature (English).....3	BIO 1144	General Biology.....4
MUS 2214	Music Theory III.....4	or	
BIO 1134	General Biology.....4	PHY 2313	Survey of Gen. Physics.....3
or		MUA 2582	Major Piano IV.....2
PHY 2313	Survey of Gen. Physics.....3	MUA 2782	Major Voice IV.....2
MUA 2562	Major Piano III.....2	MUO 1221	Chorus IV.....1
MUA 1772	Major Voice III.....2		
MUA 2211	Chorus III.....1		

15 or 16

15 or 16

# MUSIC WITH VOCAL EMPHASIS (MEVE)

Advisor: Mr. Hinson

## FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition.....3	ENG 1123	English Composition.....3
MUS 1214	Music Theory I.....4	MUS 1224	Music Theory II.....4
HIS 1163	World Civilization I.....3	HIS 1173	World Civilization.....3
MAT 1313	College Algebra.....3	MUS 1123	Music Survey.....3
MUA 1511	Class Piano I.....1	MUA 1521	Class Piano II.....1
or		or	
MUA 1572	Major Piano I.....2	MUA 1582	Major Piano II.....2
MUA 1772	Major Voice I.....2	MUA 1782	Major Voice II.....2
MUA 1211	Chorus I.....1	MUO 1221	Chorus II.....1

17 or 18

17 or 18

## SOPHOMORE YEAR

First Semester		Second Semester	
ENG 2223	Literature (American).....3	SPT 1113	Oral Communication.....3
or		MUS 2224	Music Theory IV.....4
ENG 2323	Literature (English).....3	BIO 1144	General Biology.....4
MUS 2214	Music Theory III.....4	or	
BIO 1134	General Biology.....4	PHY 2323	Survey of Gen. Physics.....3
or		MUA 2521	Class Piano IV.....1
PHY 2313	Survey of Gen. Physics.....3	or	
MUA 2511	Class Piano III.....1	MUA 2582	Major Piano IV.....2
or		MUA 2782	Major Voice IV.....2
MUA 2572	Major Piano III.....2	MUO 2221	Chorus IV.....1
MUA 2772	Major Voice III.....2		
MUO 2211	Chorus III.....1		

17, 18 or 19

17, 18 or 19

NOTE: All students taking Applied Music Courses must perform in or attend one music recital each month.



## NURSING (PNRU)

Advisors: Mr. Mason, Mr. Davis

The program below is designed to meet the requirements in pre-nursing and to prepare the student to enter the B.S. degree program at a university as a junior nursing student.

### FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition.....3	ENG	1123	English Composition.....3
CHE	1214	General Chemistry.....4	CHE	1224	General Chemistry.....4
HIS	1163	World Civilization I.....3	HIS	1173	World Civilization II.....3
MAT	1313	College Algebra.....3	SOC	2113	Introduction to Sociology.....3
PSY	1513	General Psychology.....3	SOC	2143	Marriage and Family.....3
<hr/>			<hr/>		
16			16		

### SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature (English or American).....3	ENG		Literature (English or American).....3
BIO	2414	Zoology.....4	BIO	2524	Anatomy & Physiology.....4
BIO	2514	Anatomy & Physiology.....4	HEC	1253	Nutrition.....3
EPY	2533	Human Growth and Development.....3	BIO	2924	Microbiology.....3
		Art or Music App.....3	SPT	1113	Oral Communication.....3
<hr/>			<hr/>		
17			17		

Electives should be selected with the approval of the curriculum advisor to meet the specific university nursing school requirement.

## OPTOMETRY (POPT)

Students majoring in optometry should enroll in the medical curriculum.

## PHARMACY (PPHA)

Advisor: Mr. Mason, Mr. Davis

The curriculum below will meet the requirements of pharmacy schools at most universities.

### FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition.....3	ENG	1123	English Composition.....3
MAT	1313	College Algebra.....3	MAT	1323	Trigonometry.....3
CHE	1214	General Chemistry.....4	BIO	2424	Zoology.....4
BIO	2414	Zoology.....4	CHE	1224	General Chemistry.....4
HIS	1163	World Civilization I.....3	HIS	1173	World Civilization II.....3
<hr/>			<hr/>		
17			17		

### SOPHOMORE YEAR

First Semester			Second Semester		
ECO	2113	Economics.....3	ECO	2123	Economics (Elective).....3
CHE	2424	Organic Chemistry.....4	CHE	2434	Organic Chemistry.....4
BIO	2414	General Physics.....4	BIO	2924	Microbiology.....4
PHY	2424	General Physics.....4	PHY	2424	General Physics.....4
		Art or Music App.....3			Elective.....3
		Oral Communication.....3			
<hr/>			<hr/>		
17			17		

### RECOMMENDED ELECTIVES

ECO 1113	Amer. Nat. Government	HIS 2213, 2223	American History
PHY 2531	Individual & Dual Sports	SOC 2113	Introduction to Sociology
ACC 1213	Principles of Accounting	MAT 1613, 1623	Calculus
HIS 2023, 2333	Literature		
69 semester hours may be transferred to the University of Mississippi School of Pharmacy.			

## PHYSICAL THERAPY (PTHE)

Advisors: Mr. Mason, Mr. Davis

### FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition.....3	ENG	1123	English Composition.....3
PSY	1513	Psychology.....3	EPY	2533	Human Growth and Development.....3
MAT	1313	College Algebra.....3	SOC	2113	Sociology.....3
CHE	1214	Chemistry.....4	CHE	1224	Chemistry.....4
BIO	1134	Biology.....4	BIO	1144	Biology.....4
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17			17		

### SOPHOMORE YEAR

First Semester			Second Semester		
PHY	2414	Gen. Physics.....4	PHY	2424	Gen. Physics.....4
BIO	2514	Anatomy and Physiology.....4	BIO	2524	Anatomy and Physiology.....4
ENG	1113	Oral Communication.....3	ENG		Literature (English or American).....3
		Literature (English or American).....3			Music or Art App.....3
		Elective.....3			
<hr/>			<hr/>		
17			14		



## VETERINARY MEDICINE (PVET)

Advisors: Mr. Mason, Mr. Davis

### FRESHMAN YEAR

First Semester				Second Semester			
CHE	1214	College Chemistry .....	4	CHE	1224	College Chemistry .....	
ENG	1113	English Composition .....	3	ENG	1123	English Composition .....	
MAT	1313	College Algebra .....	3	MAT	1323	Trigonometry .....	
BIO	2414	Zoology .....	4	BIO	2424	Zoology .....	
**		Soc. Sci. or Humanities .....	3	**		Soc. Sci. or Humanities .....	



	Semester Hours
Typewriting.....	3
Accounting.....	3
Business English.....	3
Business Communications.....	3
Introduction to Information Processing.....	3
English Composition.....	3
Records Management.....	3
Psychology.....	3
Oral Communication.....	3
Introduction to Business.....	3
Business Calculations.....	3
Physical Science Survey.....	3

Total 22

### ADMINISTRATIVE SECRETARY

The administrative secretary option provides training for employment as a secretary in organizations of every description. Duties range from taking dictation, typewriting, filing, routing mail, and answering the telephone to more complex work such as word processing, planning trips and meetings, and composing business correspondence.

Upon successful completion of this option, the students should be prepared for positions as administrative secretaries, administrative assistants, and office managers.

The administrative secretary option consists of the core curriculum and the following courses:

	Semester Hours
Shorthand I, II, and III.....	9
Office Procedures.....	3
Machine Transcription.....	3
Word Processing I.....	3
Business or Activity.....	3
Elective (Max 4 hrs. Activities).....	4

Total 22

### ADMINISTRATIVE ASSISTANT

Completion of the administrative assistant option provides an understanding of general business activities required of all office employees for occupational competence. Students gain mastery of the skills and a thorough knowledge of the subject matter essential for initial employment.

Upon successful completion of this option, students should be prepared for positions as typists, receptionists, machine transcriptionists, word processors, and record keepers.

The administrative assistant option consists of the core curriculum and the following courses.

	Semester Hours
Office Procedures.....	3
Machine Transcription.....	3
Word Processing I and II.....	6
Accounting II.....	3
Business Law.....	3
Activity.....	1
Information Processing II.....	3

Total 22

### WORD PROCESSING

This is the era of high technology—the age of information processing. To maintain a competitive edge in this fast-paced world, dynamic organizations sense a critical need to do more work in less time, thus, generating reduced cost. As a result, high levels of productivity are required. To attain such a far-reaching goal, managers rely on benefits of progressively more powerful technologies, which include new concepts and new equipment as well as more highly qualified personnel.

Upon successful completion of this option, the students should be prepared for positions as word processors, supervisors of word processors, and managers of word processing operations.

The word processing option consists of core curriculum and the following courses.

	Semester Hours
Data Base Management.....	3
Word Processing I.....	3
Word Processing II.....	3
Office Procedures.....	3
Machine Transcription.....	3
Electronic Spreadsheet.....	3
Information Processing II.....	3
Activity.....	1

Total 22



# SUGGESTED OUTLINE OF COURSES FOR BUSINESS TECHNOLOGY ADMINISTRATIVE SECRETARY (ADMS)

Advisors: Mrs. Bullock, Mrs. Ergle, Mrs. Pitts

## FRESHMAN YEAR

First Semester		Second Semester	
TSC	1113 or 1123 Typewriting.....3	TSC	1123 or 2113 Typewriting.....3
TSC	1213 or 1223 Shorthand.....3	TSC	1223 or 2213 Shorthand.....3
TSC	1813 Intro. to Information Processing.....3	TSC	2523 Business Calculations.....3
TSC	1313 Records Management.....3	TSC	2813 Word Processing I.....3
ENG	1113 English Composition I.....3	ENG	1123 Composition II.....3
	Band, Choir, P.E., Varsity Sports, Social Usage.....1		Band, Choir, P.E., Varsity Sports, Social Usage.....1
<hr/>		<hr/>	
16		16	

## SOPHOMORE YEAR

First Semester		Second Semester	
ACC	1213 Accounting I.....3	TSC	2533 Machine Transcription.....3
TSC	1613 Business English.....3	TSC	2613 Business Communications.....3
TSC	1013 Introduction to Business.....3	TSC	2913 Office Procedures.....3
SPT	1113 Oral Communication.....3	PSY	1513 General Psychology.....3
PHY	2213 Physical Science.....3	TSC	2213 Shorthand or Elective.....3
	Band, Choir, P.E., Varsity Sports, Social Usage.....1		Band, Choir, P.E., Varsity Sports, Social Usage.....1
<hr/>		<hr/>	
16		16	

# ADMINISTRATIVE ASSISTANT (ADMA)

Advisors: Mrs. Bullock, Mrs. Ergle, Mrs. Pitts

## FRESHMAN YEAR

First Semester		Second Semester	
TSC	1113 or 1123 Typewriting.....3	TSC	1123 or 2113 Typewriting.....3
TSC	1813 Intro. to Information Processing.....3	TSC	2523 Business Calculations.....3
TSC	1013 Introduction to Business.....3	ENG	1123 English Composition II.....3
ENG	1113 English Composition I.....3	SPT	1113 Oral Communication.....3
PSY	1513 General Psychology.....3	TSC	2813 Word Processing I.....3
	Band, Choir, P.E., Varsity Sports, Social Usage.....1		
<hr/>		<hr/>	
16		16	

## SOPHOMORE YEAR

First Semester		Second Semester	
TSC	1313 Records Management.....3	TSC	2613 Business Communications.....3
TSC	2823 Word Processing II.....3	TSC	2533 Machine Transcription.....3
TSC	1213 Accounting I.....3		Business Elective.....3
TSC	1613 Business English.....3	ACC	1223 Accounting II.....3
PHY	2213 Physical Science.....3	TSC	2913 Office Procedures.....3
		TSC	2833 Information Processing II.....3
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15		18	

# WORD PROCESSING (WOPR)

Advisors: Mrs. Bullock, Mrs. Ergle, Mrs. Pitts

## FRESHMAN YEAR

First Semester		Second Semester	
TSC	1113 or 1123 Typewriting.....3	TSC	1123 or 2113 Typewriting.....3
TSC	1813 Intro. to Information Processing.....3	TSC	2523 Business Calculations.....3
TSC	1013 Introduction to Business.....3	ENG	1123 English Composition II.....3
ENG	1113 English Composition I.....3	TSC	2813 Word Processing I.....3
PHY	1513 General Psychology.....3	TSC	1313 Records/Management.....3
	Band, Choir, P.E., Varsity Sports, Social Usage.....1		
<hr/>		<hr/>	
16		15	

## SOPHOMORE YEAR

First Semester		Second Semester	
TSC	2523 Machine Transcription.....3	TSC	2613 Business Communications.....3
TSC	2823 Word Processing II.....3	TDP	2723 Database Management.....3
ACC	1213 Accounting I.....3	SPT	1113 Oral Communication.....3
TSC	1613 Business English.....3	TDP	2623 Electronic Spreadsheet.....3
PHY	2213 Physical Science.....3	TSC	2913 Office Procedures.....3
	Band, Choir, P.E., Varsity Sports, Social Usage.....1	TSC	2833 Information Processing II.....3
<hr/>		<hr/>	
16		18	

# CERTIFICATE OPTIONS

The Business Technology certificate program is designed for those students who wish employable skills without earning a degree.

Certificates may be awarded in each of the three options in Business Technology. To earn a certificate, a student must complete 33 semester hours of the degree program with a 12 semester hour emphasis in the specialized skilled subjects in that option. Suggested outlines follow.



### ADMINISTRATIVE SECRETARY CERTIFICATE (ASBC)

Advisors: Mrs. Bullock, Mrs. Ergle, Mrs. Pitts

First Semester		Second Semester	
TSC 1113	or 1123 Typewriting.....3	TSC 1123	or 2113 Typewriting.....3
TSC 1213	or 1223 Shorthand.....3	TSC 1223	or 2213 Shorthand.....3
TSC 1613	Business English.....3	TSC 2613	Business Communications.....3
TSC 1313	Records Management.....3	TSC 2533	Machine Transcription.....3
PSY 1513	General Psychology.....3	TSC 2913	Office Procedures.....3
		SPT 1113	Oral Communication.....3

15

### ADMINISTRATIVE ASSISTANT CERTIFICATE (AABC)

Advisors: Mrs. Bullock, Mrs. Ergle, Mrs. Pitts

First Semester		Second Semester	
TSC 1113	or 1123 Typewriting.....3	TSC 1123	or 2113 Typewriting.....3
ACC 1213	Accounting.....3	TSC 2523	Business Calculations.....3
TSC 1813	Int. to Information Processing.....3	TSC 2613	Business Communications.....3
TSC 1613	Business English.....3	TSC 2913	Office Procedures.....3
TSC 1313	Records Management.....3	PSY 1513	General Psychology.....3
		SPT 1113	Oral Communication.....3

15

### WORD PROCESSING CERTIFICATE (WPBC)

Advisors: Mrs. Bullock, Mrs. Ergle, Mrs. Pitts

First Semester		Second Semester	
TSC 1113	or 1123 Typewriting.....3	TSC 1123	or 2113 Typewriting.....3
TSC 1813	Int. to Information Processing.....3	TSC 2813	Word Processing I.....3
TSC 1613	Business English.....3	TSC 2613	Business Communications.....3
PSY 1513	General Psychology.....3	SPT 1113	Oral Communication.....3
TSC 1313	Records Management.....3	TDP 2723	Database Mgt.....3
		TSC 2523	Business Calculations.....3

15

### CHILDCARE SUPERVISION TECHNOLOGY (CCST)

Advisor: Ms. George, Ms. Lewis

#### FRESHMAN

First Semester		Second Semester	
TSC 1113	Introduction to Early Childhood Education.....3	TCC 1224	Child Development II.....4
TSC 1214	Child Development I.....4	TCC 1323	Music for Young Children.....3
TSC 1313	Art for Young Children.....3	TCC 1333	Language Arts for Young Children.....3
TSC 1113	English Composition I.....3	ENG 1123	English Composition II.....3
TSC 1513	General Psychology.....3	PSY 2513	Child Psychology.....3

16

16

#### SOPHOMORE YEAR

First Semester		Second Semester	
TCC 2343	Child Nutrition and Health Care.....3	TCC 2244	Child Development IV.....4
TCC 2414	Methods and Materials of Teaching Preschool.....4	TCC 2423	Administration of Preschool Programs.....3
TCC 2234	Child Development III.....4	SOC 2143	Marriage and Family.....3
TCC 2213	Science or Mathematics.....3	**	Electives.....3
TCC 2213	First Aid.....3	SPT 1113	Oral Communications.....3

17

16

\*\* Selected with approval of program adviser.

### COMPUTER TECHNOLOGY

The objective of the Computer Technology program is to prepare students for successful careers in today's computer-oriented society. The emphasis is directed toward developing competence in computer operations and/or programming so that upon successful completion of a two-year program, graduates may seek entry level positions in business, industry, government, or professional areas as computer operators or computer programmers.

The Associate in Applied Science degree is awarded for successful completion of either of the Computer Technology programs: Computer Programming or Computer Operations.



The following courses are required of all Computer Technology majors:

English Composition I, II	6
College Algebra	3
Prin. of Accounting I, II	6
Computer Concepts	3
Computer Keyboarding	3
or	
Elem./Inter. Typewriting	
or	
Elective	
Humanities Elective	3
Speech	3
Introduction to Business	3
	<hr/>
	30

Electives will be selected with the approval of the Computer Technology Instructor.

### COMPUTER PROGRAMMING OPTION

The Computer Programming option provides training for employment as a computer programmer and/or computer operator in a business oriented environment. Instruction will be provided in several different programming languages, and "hands-on" experience will be included on microcomputers as well as on an on-line business computer system.

Entrance into the Computer Programming option requires admission to East Central Community College and a 12 composite score on the American College Test (ACT).

The Computer Programming option consists of the core courses as well as the following courses:

BASIC Programming	3
RPG Programming I, II	8
Electronic Spreadsheet	3
COBOL Programming I, II	8
System Analysis & Design	4
Computer Operations	3
Advanced Computer Operations	3
Database Management	3
	<hr/>
	35

Electives will be selected with the approval of the Computer Technology instructor.

## Suggested Outline of Courses for Computer Technology

### COMPUTER PROGRAMMING (CPO)

Advisors: Mrs. Griffin, Mrs. Johnson

#### FRESHMAN YEAR

First Semester				Second Semester	
1113	Computer Concepts	3	MAT 1313	College Algebra	3
1213	Computer Operations	3	ENG 1123	English Composition	3
1313	BASIC Programming	3	BAD 1113	Intro. to Business	3
	Computer Keyboarding	3	TDP 1314	RPG Programming I	4
	or		TDP 1223	Advanced	
	Elem/Inter Typewriting			Computer Operations	3
	or				
	* Elective				
1113	English Composition	3			
		<hr/>			<hr/>
		15			16

#### SOPHOMORE YEAR

First Semester				Second Semester	
1213	Prin. of Accounting	3	ACC 1223	Prin. of Accounting	3
2324	RPG Programming II	4	TDP 2524	COBOL Programming II	4
2514	COBOL Programming I	4	TDP 2412	S/A & Design	4
	Humanities Elective	3	TDP 2623	Electronic Spreadsheet	3
1113	Oral Communication	3	TDP 2723	Database Management	3
		<hr/>			<hr/>
		17			17

\* Electives will be selected with the approval of the Computer Technology instructor.

### COMPUTER OPERATIONS OPTION

Upon successfully completing the Computer Operations option, graduates should be prepared for positions as computer operators and/or data entry operators. Instruction will be provided on an on-line business computer system as well as on microcomputers.

Entrance into the Computer Operations option requires admission to East Central Community College and an 11 composite score on the American College Test (ACT).



The Computer Operations option consists of the core curriculum and the following courses:

BASIC Programming	3
Electronic Spreadsheet	3
Computer Operations	3
Adv. Computer Operations	3
Data Base Management	3
Business Calculations	3
Word Processing I, II	6
Electives	10
	<hr/> 34

Electives will be selected with the approval of the Computer Technology instructor.

### COMPUTER OPERATIONS (COPE)

Advisors: Mrs. Griffin, Mrs. Johnson

#### FRESHMAN YEAR

First Semester				Second Semester			
TDP	1113	Computer Concepts	3	MAT	1313	College Algebra	3
TDP	1213	Computer Operations	3	TDP	1223	Adv. Computer Operations	3
ENG	1113	English Composition	3	ENG	1123	English Composition	3
BAD	1113	Intro. to Business	3	TSC	2523	Business Calculations	3
TSC		Computer Keyboarding	3			*Elective	3
		or					
		Elem/Inter Typewriting					
		or					
		*Elective					
			<hr/> 15				

#### SOPHOMORE YEAR

First Semester				Second Semester			
ACC	1213	Prin. of Accounting	3	ACC	1223	Prin. of Accounting	3
TDP	1313	BASIC Programming	3	TDP	2623	Electronic Spreadsheet	3
SPT	1113	Oral Communication	3	TDP	2723	Data Base Mgt.	3
TSC	2813	Word Processing I	3	TSC	2823	Word Processing II	3
		Humanities Elective	3			*Elective	3
		Elective	3				
			<hr/> 18				

\* Electives will be selected with the approval of the Computer Technology instructor.

### CERTIFICATE PROGRAM

The Computer Technology certificate program is designed for those students who wish to obtain employable skills without earning a degree.

To earn a certificate in Computer Technology a student must complete the 33 semester hours specified in the program. After successfully com-

pleting the certificate program, a student may enter the Computer Operations option.

Entrance into the certificate option requires admission to East Central Community College and an 11 composite score on the American College Test (ACT) or one semester of satisfactory college work.

### COMPUTER OPERATIONS (CTPC)

First Semester				Second Semester			
TDP	1113	Computer Concepts	3	TDP	2623	Electronic Spreadsheet	3
TDP	1213	Computer Operations	3	TDP	2723	Data Base Mgt.	3
		Computer Keyboarding	3	TDP	1223	Adv. Computer Operations	3
		or					
		Elem./Inter. Typewriting		BAD	1113	Intro. to Business	3
		or		ACC	1213	Accounting I	3
		Elective		TSC	2523	Bus. Calculations	3
TDP	1113	English Composition	3				
TDP	1313	BASIC Programming	3				
			<hr/> 15				<hr/> 18

### DRAFTING AND DESIGN TECHNOLOGY (DRAF)

Advisors: Mrs. Mayes, Mr. Harrison

The Drafting and Design Program is a two year technical program designed to give the student essential knowledge and skills required for efficient and productive performance in the field of drafting. East Central grants an Associate in Applied Science degree to students upon satisfactory completion of the curriculum and assists in placing students in gainful employment.

#### FRESHMAN YEAR

First Semester				Second Semester			
TDD	1113	Fund. of Drafting	3	TDD	1213	Descriptive Geometry	3
TDD	1113	Technical Math I or	3	TDD	1123	Machine Drafting	3
MAT	1313	Algebra	3	TMD	1213	Technical Math II or	3
TDP	1113	Computer Concepts	3	MAT	1323	Trigonometry	3
ENG	1113	English Composition I	3	ENG	1213	English Composition II	3
TDD	2613	Cost Estimating	3	TDD	2513	Survey & TOPO I	3
TSC	2113	Intro. to Sociology	3				
			<hr/> 18				<hr/> 15

#### SOPHOMORE YEAR

First Semester				Second Semester			
TDD	2414	Elec., Piping and Sheet	4	TDD	2314	Structural Drafting	4
		Metal Drafting	4	*TDD	2723	Arch. Drafting II	3
TDD	1133	Intro. to CAD	3	SPT	1113	Oral Communication	3
TDD	2714	Architectural Draft. I	4	TDD	2133	Advanced CAD	3
TDD	2523	Surveying & TOPO II	3	*TDD	2913	Industrial Relations	3
PHY	2313	Survey of Gen. Physics I	3				
			<hr/> 16				<hr/> 16

\*One or more of these courses may be substituted with prior approval of the instructors.



## ELECTRONIC TECHNOLOGY (ELET)

Advisors: Mr. Keen, Mr. Lynn

The Electronic Technology curriculum is designed to prepare students for employment in government, business and industry as electronic diagnosticians and repair personnel on analog and digital equipment such as computer, digital and analog interface, process control, communications and multipurpose business machines. Successful completion of the two year program leads to an Associate in Applied Science degree.

### FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition.....3	TEL 1423	Technical Math II.....3
TEL 1413	Technical Math I.....3	TEL 1215	Electronic Devices and Circuits.....3
TEL 1114	Intro. to Electronic Technology.....4	TEL 1225	Digital Principles.....3
TEL 1125	Basic Electricity for Electronics.....5	TDP 1313	Basic Computer Programming.....3
TEL 1133	Drafting for Electronics.....3		
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18		18	

### SOPHOMORE YEAR

First Semester		Second Semester	
PHY 2414	Physics.....4	TEL 2325	Interfacing and Control Systems.....3
TEL 2235	Linear Integrated Circuits...5	TEL 2335	Trouble Analysis of Micro-processor Based Systems.....5
TEL 2315	Intro. to Micro-processor Based Systems.....5	PHY 2424	Physics.....3
SPT 1113	Oral Communication.....3	PSY 1513	General Psychology.....3
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17		17	

## METAL FABRICATION TECHNOLOGY Scheduled to Begin in August 1990

Metal fabrication has evolved from an extremely crude system of hand made tools to a degree that today's environment demands a system of semi and automated production lines which must meet exacting standards. The machines have become complex and the numbers of the different type of machines have multiplied to meet today's end product.

In order to be competitive on the world market today it is necessary to stay abreast of the latest techniques and make use of the most modern equipment which is usually automated.

Industries must be provided the technicians, trained in the latest state of the art techniques, if they are to survive in today's economic environment.

## METAL FABRICATION TECHNOLOGY (MFT)

First Semester		Second Semester	
TEL 1113	Technical Math I.....3	TDD 1133	Introduction to CAD.....3
TEL 1113	English Composition I.....3	AMT 1213	Principles of Automated Systems (includes Intro. to Robotics).....3
TEL 1113	Intro. to Welding Technology.....3	MFT 1224	Oxyacetylene Cutting, Brazing and Welding.....4
TEL 1213	Blueprint Reading and Sketching.....3	MFT 1234	Basic Principles and Practice of Arc Welding.....4
TEL 1213	Fabrication Layout and Measurement.....3	TDP 1313	Basic Computer Programming.....3
TEL 1123	Intro. to Breaks, Shears, Punches and Drill Presses...3		
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18		17	
Third Semester		Fourth Semester	
PHY 1513	General Psychology.....3	AMT 1123	Technical Math II.....3
TEL 2315	Special Welding Processes.....5	PHY 2323	Survey of Gen. Physics II.....3
TEL 2313	Survey of Gen. Physics I.....3	MFT 2325	Advanced Welding and Cutting to include Equipment & Techniques...5
TEL 1424	Hydraulics, Pneumatics, and Control including Tools & Techniques.....4	SPT 1113	Oral Communication.....3
TEL 2414	CAM Application.....3	MFT 2414	Manufacturing Project.....4
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18		18	

## METAL FABRICATION TECHNOLOGY CERTIFICATE (MFTC)

First Semester		Second Semester	
TEL 1113	Technical Math I.....3	TDD 1133	Intro. to CAD.....3
TEL 1113	Intro. to Welding Technology.....3	MFT 1123	Intro. Breaks, Shears, Punches and Drill Presses.....3
TEL 1123	Fabrication, Layout and Measurement.....3	MFT 2315	Special Welding Processes.....5
TEL 1213	Blueprint Reading and Sketching.....3	MFT 2325	Advanced Welding and Cutting to include Equipment and Techniques.....5
TEL 1224	Oxyacetylene Cutting, Brazing and Welding.....4	PMT 2414	CAM Application.....3
TEL 1234	Basic Principles & Practices of Arc Welding...4		
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## PRECISION MACHINING TECHNOLOGY Scheduled to Begin in August 1990

Machining techniques along with the equipment utilized have evolved from a limited manual control type of machine to precision systems using the extremely accurate digital control. This control can be found with the machine where the operator must utilize computer mathematics and







### BASIC (AUTM)

First Semester		Second Semester	
VAM 1112	Introduction to Auto Mechanics.....2	VAM 1124	Tune Up & Special Systems I.....4
VAM 1214	Engine Rebuilding I.....4	VAM 1224	Suspension and Steering I.....4
VAM 1314	Brakes I.....4	VAM 1325	Introduction to Drive Train.....4
VAM 1413	Fuel Systems I.....3	VAM 1424	Automatic Transmissions I.....4
VAM 1514	Electrical Systems.....4		
<hr/>		<hr/>	
17		17	

### ADVANCED (AUME)

First Semester		Second Semester	
VAM 2134	Suspension II & Front Wheel Drive.....4	VAM 2144	Fuel System II.....4
VAM 2234	Automatic Transmission II.....4	VAM 2245	Special Systems II (TDI, EFI, 3C).....4
VAM 2334	Brake Systems II.....4	VAM 2344	Introduction to Foreign Cars.....4
VAM 2435	Heating & Air-Conditioning.....5	VAM 2444	Introduction to Automotive Diesel.....4
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17		17	

2,040 Clock Hours = 68 Semester Hours  
30 Clock Hours = 1 Semester Hour

### AUTOMOTIVE BODY & FENDER REPAIR (BODF)

Advisor: Mr. Shoemaker

The Automotive Body and Fender Repair curriculum is designed to equip the student with a working knowledge necessary to secure employment in the repair of automobile bodies. The students is provided with exposure to on-the-job situations through theory and practical work and straightening fenders and bodies, painting, replacing glass, arc and plastic welding, vinyl top repair and replacement. A student who completes the first year will receive a certificate in Basic Automotive Body and Fender Repair. A student who completes the second year will receive a certificate in Advanced Automotive Body and Fender Repair.

### BASIC (BODF)

First Semester		Second Semester	
VBF 1112	Arc & Plastic Welding.....2	VBF 1126	Frame Straightening I.....4
VBF 1213	Gas Welding.....3	VBF 1228	Refinishing Processes and Painting I.....4
VBF 1316	Automotive Metals and Materials.....6	VBF 1323	Hardware and Trim.....4
VBF 1416	Panels, Fender Straightening and Painting I.....6		
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17		17	

### ADVANCED (BOFE)

First Semester		Second Semester	
VBF 2134	Glass & Vinyl Top Replacement.....4	VBF 2149	Panel, Fender Straightening & Painting II.....9
VBF 2235	Frame Straightening II.....5	VBF 2248	Refinishing Processes and Painting II.....8
VBF 2338	Panel Replacement and Finishing.....8		
<hr/>		<hr/>	
17		17	

2040 Clock Hours = 68 Semester Hours  
30 Clock Hours = 1 Semester Hour

### VOCATIONAL ADMINISTRATIVE ASSISTANT

(Offered only at the Choctaw Vocational School, Philadelphia, MS)  
Certificates will be awarded to those students who complete the program satisfactorily.

First Semester		Second Semester	
VOC 1110	Business Calculations.....0	VOC 1120	Intro. to Information Processing.....0
VOC 1210	Elementary Typewriting.....0	VOC 1220	Intermediate Typewriting.....0
VOC 1310	Records Management.....0	VOC 1320	Accounting.....0
VOC 1410	Business English.....0	VOC 1420	Business Communications.....0
Third Semester			
VOC 1130	Office Procedures.....0		
VOC 1230	Word Processing I.....0		
VOC 1330	On the Job Training.....0		

### CARPENTRY & CABINET MAKING (CCMA)

Advisors: Mr. Blackburn, Mr. Lyons

This program is designed to prepare the student for the entry level of Carpentry and Cabinet Making trades. It provides training in the basic skills and technical knowledge in both rough and finish carpentry and in cabinet making. This training includes proper tools, equipment and material uses that are comparable to those that are used in the industry. This course of study will be centered around the performance of useful and/or productive jobs. A student who completes the first year will receive a certificate in Basic Carpentry. A student who completes the second year will receive a certificate in Advanced Carpentry.



### BASIC CARPENTRY (CCMA)

First Semester		Second Semester	
VCC 1114	Plans, Specification and Foundations.....4	VCC 1128	Cabinet Construction.....4
VCC 1215	Floor, Wall, Ceiling, Roof Framing & Roofing.....5	VCC 1225	Hardware, Trim & Laminates.....4
VCC 1318	Insulation, Exterior and Interior Finishing and Coordinating.....8	VCC 1324	Cabinet Finishing.....4
<hr/>		<hr/>	
17		17	

### ADVANCED CARPENTRY (CACA)

First Semester		Second Semester	
VCC 2134	Blueprint Reading, Specs, Codes & Foundation.....4	VCC 2148	Cabinet Construction Techniques.....4
VCC 2235	Techniques in Framing and Roofing.....5	VCC 2245	Laminate Application Trim and Hardware.....4
VCC 2338	Exterior & Interior Finishing, Insulating and Coordinating.....8	VCC 2344	Cabinet Finishing.....4
<hr/>		<hr/>	
17		17	

2,040 Clock Hours ..... 68 Semester Hours  
30 Clock Hours = One Semester Hour

### COSMETOLOGY (COSM)

Advisors: Mrs. Griffin, Mrs. Chancellor

This course is designed for those who want to become cosmetologists. The course has been approved by the State Board of Education and the Mississippi Board of Cosmetology. It has the approval and support of beauty salon owners and operators throughout this area of the State.

A student enrolling must be at least 18 years of age or must have completed high school. If a student is over 18 years of age and has completed the 10th grade of high school or 10th grade equivalence of the GED, he/she may enroll.

During the training period, students must maintain an overall average grade of 85 to be eligible for State Board Examination in order to attain a license.

Fifteen hundred clock hours of training are required to complete the course. These 1500 hours are completed in the 12-month course.

First Semester		Second Semester	
VCC 1113	Cosmetology Theory.....3	VCO 1123	Cosmetology Theory.....3
VCC 1218	Cosmetology Practical I.....8	VCO 1228	Cosmetology Practical III.....8
VCC 1318	Cosmetology Practical II.....8	VCO 1328	Cosmetology Practical IV.....8
<hr/>		<hr/>	
19		19	
Third Semester			
VCC 1133	Cosmetology Theory.....3		
VCC 1236	Cosmetology Practical V.....6		
VCC 1336	Cosmetology Practical VI.....6		
<hr/>		<hr/>	
15			

1500 Clock = 53 Semester Hours ..... 30 Clock Hours = 1 Sem. Hr.

### ELECTRICITY (ELEC)

Advisor: Mr. Vaughn

The first year of this program is designed to provide training for placement of students at the entry level in the field of electricity. The curriculum is designed around the areas of residential wiring, both new construction and remodeling, commercial wiring in many types of conduits, and in the wiring of electric motors, by the use of conventional control stations. The program also contains the servicing and minor repair of both A/C and D/C motors. After completing this program the student will be able to work in the areas of residential construction, commercial construction, industrial electrical maintenance, and many other electrical trade fields.

The second year of the program is designed to provide advanced training for the placement of students at the entry level of industrial electricians in the area of electronic motor controls. With the influx of solid state controls in the industrial environment, the additional training in electronic control circuits, programmable controllers, and sophisticated A/C and D/C measurements has become needed for the industrial electrician.

A student who completes the first year will receive a certificate in Basic Electricity. A student who completes the second year will receive a certificate in Advanced Electricity.

### BASIC ELECTRICITY

First Semester		Second Semester	
VEL 1116	Basic Electricity.....6	VEL 1229	Industrial Motor Controls and Wiring I.....9
VEL 1218	Residential Wiring.....8	VEL 1412	Conduit Bendings.....2
VEL 1313	Basic Print Reading.....3	VEL 1513	A/C Motors.....3
		VEL 1523	D/C Motors.....3
<hr/>		<hr/>	
17		17	



## ADVANCED ELECTRICITY

First Semester			Second Semester		
VEL	2125	Advanced Electricity.....5	VEL	2235	Industrial Motor Controls and Wiring II.....5
VEL	2615	Introduction to Solid State Circuits.....5	VEL	2716	Industrial Measurements & Programmed Industrial Controls.....5
VEL	2625	Solid State Devices.....5	VEL	2246	
VEL	2322	Advanced Print Reading.....2			
		17			17
2040 Clock Hours.....			68 Semester Hours.....		
30 Clock Hours = One Semester Hour					

MACHINE SHOP  
(MACH)

Advisor: Mr. Richard Clark

This program is designed to prepare the student to enter the machine trade at the apprentice level. The student will be able to interpret blue prints, make necessary shop mathematical calculations, and skillfully operate the lathe, shaper, milling machines, grinders, drills, and make precision measurements. Also, the student will be competent in machining methods, metallurgy, heat treatment of metals and other pertinent aspects of the trade.

First Semester			Second Semester		
VMS	1111	Orientation & Safety.....1	VMS	1123	Metal Sawing Process.....2
VMS	1512	Precision Measurement.....2	VMS	1223	Blueprint Reading.....3
VMS	1213	Basic Blueprint Reading.....3	VMS	1328	Vertical Milling and Jig Borer.....3
VMS	1313	Bench Work & Layout.....3	VMS	1423	Drilling Machines.....8
VMS	1418	Engine Lathe.....8			
		17			17
Third Semester			Fourth Semester		
VMS	2138	Horizontal Milling.....8	VMS	2142	Cutting Tools & Cutting Fluids.....5
VMS	2235	Metallurgy & Physics of Metal Cutting.....5	VMS	2248	Grinding Machines.....4
VMS	2334	Special Process.....4	VMS	2344	Brazing & Welding.....4
			VMS	2443	Shaper.....4
		17			17
2040 Clock Hours.....			68 Semester Hours.....		
30 Clock Hours = One Semester Hour					

MASONRY  
(MATR)

Advisor: Mr. McElhenney

This program is designed to prepare an individual for gaining employment in the masonry trades. It provides the individual with the opportunity to acquire knowledge and develop skills within the limit of individual capabilities. This course includes theory and practical work on varied live projects.

Fall Semester			Spring Semester		
VMA	1113	History of Masonry, Tools Equipment & Masonry Materials.....3	VMA	1123	Methods of Estimating.....3
VMA	1217	Bonds, Patterns & Texture & Wall Types.....7	VMA	1227	Reinforced Masonry.....7
VMA	1317	Masonry Construction & Cleaning.....7	VMA	1327	Chimney & Fireplaces.....7
		17			17
1040 Clock Hours.....			34 Semester Hours.....		
30 Clock Hours = 1 Semester Hour					

REFRIGERATION & AIR-CONDITIONING  
(REAC)

Advisor: Mr. Miles

This Refrigeration & Air-Conditioning and Heating Course is designed to prepare students to enter the field of work at or above the entry level. The person will be able to install, service, troubleshoot and repair equipment in this field. Safety will be emphasized as well as trade terminology and employer-employee relations.

First Semester			Second Semester		
VAR	1114	Soldering, Brazing, Welding Pipe & Flaring Tubing.....4	VAR	1124	Basic Compression System & Servicing.....4
VAR	1214	Basic Compression Refrigeration.....4	VAR	1224	Compressor Construction.....4
VAR	1314	Wiring Diagrams.....4	VAR	1324	Thermostats.....4
VAR	1415	Domestic Refrigeration Fundamentals.....5	VAR	1425	Electric Motors and Controls.....5
		17			17
Third Semester			Fourth Semester		
VAR	2134	Refrigerants & Controls.....4	VAR	2144	Load Calculations.....4
VAR	2235	Commercial Systems.....5	VAR	2244	Air Distribution.....4
VAR	2334	Introduction to Heat.....4	VAR	2344	Heat Pump.....4
VAR	2434	Gas & Electric Heat.....4	VAR	2445	Troubleshooting, Repairing & Customer Relations.....5
		17			17
1040 Clock Hours.....			64 Semester Hours.....		
30 Clock Hours = 1 Semester Hour					



## WELDING (WELD)

Advisor: Mr. Clay

This program is designed to prepare an individual to enter welding at the entry level. The student will learn basic and advanced gas welding, arc welding, tungsten welding, metal cutting, safety, using the latest technique and equipment; the student completing this program can expect to find employment in the ship building, automobile industry, railway cars, aircraft manufacture, bridges, power plants, etc.

### FALL SEMESTER

VWE 1218	Oxyacetylene Cutting and Welding .....	8
VWE 1119	Basic Arc Welding .....	9
		17

### SPRING SEMESTER

VWE 1319	Tungsten Inert Gas (TIG) and GMAW (MIG) ....	9
VWE 1128	Advanced Arc Welding .....	8
		17

1020 Clock Hours ..... 34 Semester Hours  
30 Clock Hours = 1 Semester Hour





## CHAPTER 6

# DESCRIPTION OF COURSES

## UNIVERSITY PARALLEL

Beginning with the 1971-72 academic year East Central Community College converted to the common course number system adopted by the Mississippi Association of Community Colleges. The new numbers for University Parallel Courses carry four digits. The first digit indicates the year that the course is normally taught. Generally courses required or recommended for freshmen begin with a 1 and courses at the sophomore level begin with a 2. The last digit indicates semester hours credit earned by the course. The second and third digits are used to separate courses within departments. The course descriptions are those adopted in the uniform numbering system and are intended to be equivalent to those courses at the same level at four-year institutions.

### ACCOUNTING

ACC 1213 — PRINCIPLES OF ACCOUNTING — A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. Three lectures and one hour laboratory. Three semester hours credit.

ACC 1223 — PRINCIPLES OF ACCOUNTING — A continuation of Accounting 1213. Prerequisite: Accounting 1213. Three lectures and one hour laboratory. Three semester hours credit.

### ART

ART 1113 — ART APPRECIATION — A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphics, minor art, and industrial arts) on a conceptual basis. Three lectures. Three semester hours credit.

ART 1313 — DRAWING I — Study of basic principles of construction of visual forms. Emphasis on line, perspective, and shading. Use of black and white media, pencil, charcoal. Required of art majors. Six hours laboratory. Three semester hours credit.

ART 1323 — DRAWING II — (Prerequisite: ART 1213) Introduction to color dynamics and precision drawing as used in creative expression.

Emphasis on composition. Required of art majors. Six hours laboratory. Three semester hours credit.

ART 1413 — DESIGN I — Emphasis on principles and materials in visual design. Introduction to theory and terms. Use of color theory and elementary lettering. Required of art majors. Six hours laboratory. Three semester hours credit.

ART 1423 — DESIGN II — (Prerequisite: ART 1313 or special permission of the instructor). Continuation of basic principles of design, color, and texture. Creative approach to three dimensional design. Study of methods of water color, tempera and fluid media. Required of art majors. Six hours laboratory. Three semester hours credit.

ART 1913 — ART FOR ELEMENTARY TEACHERS — Designed for the needs of the elementary education student. Includes essentials of public school art, study of development of the children's art, experiences with major forms of two-dimensional art problems, and experiences with a variety of media. Two lectures and two hours laboratory per week. Three semester hours credit.

ART 2513 — PAINTING I — (Prerequisite: ART 1313, 1323, 1413 & 1423) Techniques used in painting water colors, oils, pastels, or other media, in still life and landscape pictures. Six hours laboratory. Three semester hours credit.

ART 2613 — CERAMICS I — A studio course designed to cover the making of pottery from the building by hand or throwing on the potter's wheel to the application of ceramic glazes and the firing procedures. An appreciation of the ceramics of the past and present will be included. Six hours laboratory. Three semester hours credit.

ART 2633 — SCULPTURE I — Problems in ceramic sculpture. Study of glaze mixing and application. Six hours laboratory. Three semester hours credit.

### BIOLOGY

BIO 1134 — GENERAL BIOLOGY — A laboratory course in general biological principles including a survey of the kinds of plants and animals, their structure, and function, and relationships with each other and the environment. Three lectures and two hours laboratory. Four semester hours credit.

BIO 1144 — GENERAL BIOLOGY — A continuation of BIO 1134. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2414 — ZOOLOGY — A laboratory course dealing with the application of biological principles to the study of animals including a survey of the kinds, their structure and function. Emphasis is on the invertebrates. Three lectures and two hours laboratory. Four semester hours credit.



BIO 2424 — ZOOLOGY — A continuation of BIO 2414 with emphasis on the vertebrates. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2514 — HUMAN ANATOMY AND PHYSIOLOGY — Study is made of anatomy and physiology of the human body as an integrated whole with more detailed studies of the skeletal, muscular, and nervous systems. General Chemistry recommended. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2524 — HUMAN ANATOMY AND PHYSIOLOGY — A continuation of Anatomy and Physiology 2514 in which the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems are studied. Prerequisite: Human Anatomy 2513. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2924 — MICROBIOLOGY — A survey of the microbes (microscopic organisms) of both plant and animal kingdoms, with emphasis and detailed study being placed on those affecting other forms of life, especially man. Laboratory is devoted to basic techniques of microbial study, such as culturing, identifying, control, anatomy, and life cycles. Three hours lecture and two hours laboratory. Four semester hours credit.

### BUSINESS ADMINISTRATION

BAD 1113 — INTRODUCTION TO BUSINESS — An introduction to the major divisions of study that will be followed in succeeding business courses such as Business Organization, Accounting, Business Law, and other related courses. Three lectures. Three semester hours credit.

BAD 2323 — BUSINESS STATISTICS — Introduction to statistical data for business management and control. Three lectures. Three semester hours credit.

BAD 2413 — BUSINESS LAW I — Designed to acquaint the student with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law, law of contracts, agencies and employment, negotiable instruments and commercial papers. Three lectures. Three semester hours credit.

### CHEMISTRY

CHE 1214 — GENERAL CHEMISTRY I — Atomic and molecular structure, periodicity and atomic properties, stoichiometry, the mole concept, types of solutions, energy-enthalpy.

CHE 1224 — GENERAL CHEMISTRY II — Gases, kinetics, equilibria, thermodynamics, electrochemistry, nuclear chemistry, coordination compounds.

CHE 2424 — ORGANIC CHEMISTRY I — A study of the basic principles of carbon chemistry, bonding structure, and behavior; aliphatic

compounds; identification and preparation of compounds. Prerequisite: General Chemistry 1224. Three lectures and three hours laboratory. Four semester hours credit.

CHE 2434 — ORGANIC CHEMISTRY II — A continuation of Chemistry 2424. A study of Aromatic and complex compounds. Three lectures and three hours laboratory. Four semester hours credit.

### COMPUTER SCIENCE

CSC 1113 — INTRODUCTION TO COMPUTER CONCEPTS — A basic course that advances concepts, terminology, and theory of modern computers and provides a background in programming languages. Three lectures. Three semester hours.

CSC 1213 — BASIC COMPUTER PROGRAMMING — The writing of programs using the BASIC computer language. It is not open to Data Processing or Computer Science majors. Three lectures. Three semester hours.

CSC 1123 — MICROCOMPUTER APPLICATIONS — Designed to teach the use of major applications packages as used on microcomputers in business, education, and other environments. The packages will include the DOS Operating System, Spreadsheet, Word Processing, Database, and Graphics. Three hours lecture with open lab. Three semester hours credit.

CSC 1313 — FORTRAN PROGRAMMING — Introduction to digital computers and computer programming using the FORTRAN language. Three lectures. Three semester hours.

CSC 1613 — COMPUTER PROGRAMMING I — Introduction to problem-solving methods and algorithm development; designing, debugging, & documentation in a high-level programming language with a variety of applications. Three hours lecture. Credit, three semester hours.

CSC 2623 — COMPUTER PROGRAMMING II — Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging & testing of larger programs. Three hours lecture. Credit, three semester hours. Prerequisite: Computer Programming I.

### ECONOMICS

ECO 2113 — PRINCIPLES OF ECONOMICS (MACROECONOMICS) — An introduction to economic principles, problems, and policies with emphasis on the monetary system and national income theory and measurement. Three lectures. Three semester hours credit.

ECO 2123 — PRINCIPLES OF ECONOMICS (MICROECONOMICS) — A continuation of Economics 2113 with emphasis on price and production theory and international trade. Three lectures. Three semester hours credit.



## EDUCATION

EDU 1111 — LIBRARY SCIENCE — This course provides information concerning the development of books and libraries and instruction in and practice of the skills necessary for selecting, locating, and using library material.

EDU 1321 — CAREER EXPLORATION — A course designed to assist students in determining career goals. Interest tests, personality inventories, and aptitude tests are given to help students determine career choices.

EDU 1411 — IMPROVEMENT OF STUDY — Effective study and reading technique.

## EDUCATIONAL PSYCHOLOGY

EPY 2513 — CHILD PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT I) — A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three semester hours credit.

EPY 2523 — ADOLESCENT PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT II) — A study of the individual during adolescent years. Three lectures. Three semester hours credit.

EPY 2533 — HUMAN GROWTH AND DEVELOPMENT — A study of the growth and development of the human organism from conception through old age to death. Topics include changes in abilities and interests, social and emotional adjustments of each maturity level, and implications of growth and development to health professionals and others who work with people.

## ENGLISH

ENG 1103 — DEVELOPMENTAL ENGLISH I — This course covers basic reading and oral communication skills with special emphasis on comprehension and vocabulary building in reading and standard English pronunciation in speaking. Three hours per week. Three semester hours credit.

ENG 1203 — DEVELOPMENTAL ENGLISH II — This course covers the basics of English writing with emphasis on identifying and correcting the problems of individual students. The course involves sentence and paragraph writing, as well as practical writing such as business letters and resumes. Three hours per week. Three semester hours.

ENG 1113 — ENGLISH COMPOSITION — A study of grammar and composition, with emphasis on the sentence and the paragraph, readings, frequent themes. Three lectures. Three semester hours credit.

ENG 1123 — ENGLISH COMPOSITION — A continuation of English 1113 with emphasis on the whole composition. Readings, themes, and research paper required. Three lectures. Three semester hours credit.

ENG 1213 and 1223 — HONORS ENGLISH COMPOSITION — Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization and precise writing. Special attention given to critical reading, to written analysis, to using the library, and to documented research writing. Enrollment by invitation. Three semester hours credit each.

ENG 2223 — AMERICAN LITERATURE I — Representative prose and poetry of the United States from colonial beginnings to Walt Whitman. Three lectures. Three semester hours credit.

ENG 2233 — AMERICAN LITERATURE II — Representative prose and poetry of the United States from Walt Whitman to the present. Three lectures. Three semester hours credit.

ENG 2323 — ENGLISH LITERATURE I — A survey of English literature from Beowulf through the Age of Neo-Classicism. Three lectures. Three semester hours credit.

ENG 2333 — ENGLISH LITERATURE II — A survey of English literature from the Age of Revolution and Romance to the present time. Three lectures. Three semester hours credit.

ENG 2353 — HONORS ENGLISH LITERATURE I — (Prerequisite: six semester hours in Freshman Composition) Designed for students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. A study of English Literature from its beginnings until 1798. An individualized course with attempts to program the study of literature to the student's major interests and skills. Enrollment by invitation.

ENG 2363 — HONORS ENGLISH LITERATURE II — (Prerequisite: six semester hours in Freshman Composition) Designed for students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. A study of English Literature from 1798 until the present. An individualized course which attempts to program the study of literature to the student's major interest and skills. Enrollment by invitation.

## HEALTH PHYSICAL EDUCATION AND RECREATION

HPR 1131 — VARSITY SPORTS — Participation in football, basketball, baseball, tennis, or golf. One semester hour credit.

HPR 1141 — VARSITY SPORTS — Participation in football, basketball, baseball, tennis, or golf. One semester hour credit.

HPR 1213 — PERSONAL AND COMMUNITY HEALTH — Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lectures. Three semester hours credit.



HPR 1313 — INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION — Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three semester hours credit.

HPR 2131 — VARSITY SPORTS — Participation in football, basketball, baseball, tennis, or golf. One semester hour credit.

HPR 2141 — VARSITY SPORTS — Participation in football, basketball, baseball, tennis, or golf. One semester hour credit.

HPR 2213 — FIRST AID — Instruction and practice in methods prescribed in the American Red Cross standard and advanced courses. Three lectures. Three semester hours credit.

HPR 2323 — RECREATIONAL LEADERSHIP — Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three semester hours credit.

HPR 2531 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in tennis. Two hours per week. One semester hour credit.

HPR 2541 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in golf fundamentals, rules, and etiquette. Two hours per week. One semester hour credit.

HPR 2551 — FITNESS AND CONDITIONING TRAINING — Lecture and practice in weights and conditioning. Two hours per week. One semester hour credit.

HPR 2561 — FITNESS AND CONDITIONING TRAINING — Lecture and practice in weights and conditioning. Two hours per week. One semester hour credit.

## HISTORY

HIS 1163 — WORLD CIVILIZATION I — A survey of man's struggle for civilization from early times to the times of the Commercial Revolution and the New Society. Covers all major areas of the globe with all receiving appropriate attention. Three lectures, three semester hours credit.

HIS 1173 — WORLD CIVILIZATION II — A continuation of HIS 1163 from the Age of Absolutism through a survey of Modern World Problems. Emphasis again placed, as appropriate, on all areas of the world. Three lectures; three semester hours credit.

HIS 2213 — AMERICAN (U.S.) HISTORY I — A survey of U.S. history from the period of discovery and exploration through Reconstruction.

HIS 2223 — AMERICAN (U.S.) HISTORY II — A survey of U.S. history from Reconstruction to the present. Three lectures. Three semester hours credit.

HIS 2243 — HONORS AMERICAN (U.S.) HISTORY I — Substitutes for HIS 2213. Survey of political, economic, and social developments to 1877. Special projects and recitations required. Instructor approval required.

HIS 2253 — HONORS AMERICAN (U.S.) HISTORY II — Substitutes for HIS 2223. Continued survey of political, economic, and social developments since 1877. Special projects and recitations required. Instructor approval required.

## HOME ECONOMICS

HEC 1111 — SOCIAL USAGE — The essentials of good manners and accepted standards of social usage. One lecture. One semester hour credit.

HEC 1131 — INTRODUCTION TO MODELING — A course designed to teach students all the fundamentals of visual poise together with modeling techniques. Through this course, a student will learn not only basic rules for modeling, but will also learn the various fields of modeling and will gain experience modeling and writing commentaries. Two hours laboratory. One semester hour credit.

HEC 1141 — MODELING — A course designed to practice modeling and to train students to be professional models. The students will participate in style shows and for various other audiences. Prerequisite: Introduction to Modeling and selection to Fashion Squad. Two hours laboratory. One semester hour activity credit.

HEC 1253 — NUTRITION — This course is a study of nutrients required for normal growth and applied to the selection of food for ingestion, metabolic process of digestion, assimilation and absorption.

## HUMANITIES

HUM 1113 — HUMANITIES — Deals with the achievements of Western man as reflected in the art, architecture, and customs of selected European countries. This course consists of a tour which culminates in a supervised project to be completed by the student. With the completion of the tour and the project, a student shall earn three semester hours of credit in the humanities.

## MATHEMATICS

MAT 1203 — DEVELOPMENTAL ALGEBRA — Elementary Algebra. Three hours. Three semester hours credit.

MAT 1233 — INTERMEDIATE ALGEBRA — (Prerequisite: One year high school algebra or MAT 1203) This course is designed for students whose qualifications are deficient for College Algebra or Technical Math. Materials covered include algebraic factoring, fractions, problem solving, roots and radicals, quadratics, graphs, simultaneous equations, and basic geometric concepts.



- MAT 1313 — COLLEGE ALGEBRA — A review of algebraic operations, systems of linear equations, and a study of logarithms, determinants, progressions, binomial theorem, partial fractions, and theory of equations. Three lectures. Three semester hours credit.
- MAT 1323 — TRIGONOMETRY — The study of solutions of right and oblique triangles, identities, trigonometric equations, and polar and parametric equations. Three lectures. Three semester hours credit.
- MAT 1333 — FINITE MATHEMATICS — Review of systems of linear equations and inequalities in two and three variables, linear programming, basic methodology of calculus with orientation toward business decision making. Three lectures. Three semester hours credit.
- MAT 1613 — CALCULUS I — Coordinate systems, basic theorems of analytics, functions, limits, the derivative, the integral, differentiation and integration of algebraic functions, and applications. Three lectures. Three semester hours credit. (1823)
- MAT 1623 — CALCULUS II — Differentiation and integration of transcendental functions, the definite integral, methods of integration, applications. Three lectures. Three semester hours credit. Prerequisite: MAT 1613.
- MAT 1723 — THE REAL NUMBER SYSTEM — Structure and properties of number systems of arithmetic. Limited to students preparing to teach. Three lectures. Three semester hours credit.
- MAT 1733 — INFORMAL GEOMETRY AND ALGEBRA — Basic ideas and structure of algebra; intuitive foundations of geometry. Three lectures. Three semester hours credit.
- MAT 2613 — CALCULUS III — Solid analytics vector, improper integrals, line integration. Three lectures. Three semester hours credit.
- MAT 2623 — CALCULUS IV — Infinite series, partial differentiation, multiple integrals. Three lectures. Three semester hours credit. Prerequisite: MAT 2613.
- MAT 2913 — DIFFERENTIAL EQUATIONS — Solution of first and higher order differential equations; existence theorems; solution by series; and application to problems in geometry, physics and chemistry. Three lectures. Three semester hours credit. Prerequisite: MAT 2623.

### MODERN FOREIGN LANGUAGE

- MFL 1113 — ELEMENTARY SPANISH I — Designed to develop language skills of speaking, reading and writing. Phonetic symbols are used to aid correct pronunciation. Three lectures. Three semester hours credit.
- MFL 1123 — ELEMENTARY SPANISH II — A continuation of Spanish 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three lectures. Three semester hours credit.
- MFL 2213 — INTERMEDIATE SPANISH I — A verb and grammar review and a further development of language skills. Reading materials used

- have literary and cultural value. Recording equipment is available for student's use. Conversaphone records are used.
- MFL 2223 — INTERMEDIATE SPANISH II — A continuation of Spanish 2213. Special attention is given to rapid reading. Recording equipment permits the student to record and listen to his own and other students use of the language.

### MUSIC FOUNDATIONS

(Education, History, Literature and Theory)

- MUS 1113 — MUSIC APPRECIATION — Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three semester hours credit.
- MUS 1123 — MUSIC SURVEY (Majors) — Listening course, designed to acquaint the music major with basic stylistic traits of the major eras of music history from the renaissance to the present. Three lectures. Three semester hours credit.
- MUS 1133 — FUNDAMENTALS OF MUSIC — Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions.
- MUS 1214 — MUSIC THEORY I — Basic training in harmonic, melodic, and rhythmic elements of music. Four-part writing, ear-training, dictation, keyboard-harmony, and sight singing. Three lectures and two hours laboratory. Four semester hours credit.
- MUS 1224 — MUSIC THEORY II — A continuation of MUS 1214. Three lectures and two hours laboratory. Four semester hours credit.
- MUS 2214 — MUSIC THEORY III — A continuation of MUS 1224. Three lectures and two hours laboratory. Four semester hours credit.
- MUS 2224 — MUSIC THEORY IV — A continuation of MUS 2214. Three lectures and two hours laboratory. Four semester hours credit.
- MUS 2513 — MUSIC FOR CHILDREN I — Music course designed for elementary education majors. A study of the fundamentals of music, singing activities, accompanying skills and the application of teaching music to children. Three lectures. Three semester hours credit.

### MUSIC APPLIED

(Brass, Organ, Percussion, Piano, Voice and Woodwinds)

All applied music requires one half-hour lesson per semester hour credit. All students interested in Applied Music are to consult the instructor before scheduling.

- MUA 1141, 1151, 2141, 2151 — BRASS FOR NON-MAJORS (Elective Brass) I, II, III, & IV — Half-hour lesson. One semester hour credit.



- MUA 1172, 1182, 2172, 2182 — BRASS FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1331, 1341, 2331, 2341 — ORGAN FOR NON MAJORS (Elective Organ) I, II, III, & IV — Half-hour lesson. One semester hour credit.
- MUA 1362, 1372, 2362, 2372 — ORGAN FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1441, 1451, 2441, 2451 — PERCUSSION FOR NON-MAJORS (Elective Percussion) I, II, III, & IV — Half-hour lesson. One semester hour credit.
- MUA 1511, 1521, 2511, 2521 — CLASS PIANO I, II, III, & IV — One hour lesson. One semester hour credit.
- MUA 1541, 1551, 2541, 2551 — PIANO FOR NON-MAJORS (Elective piano - Prerequisite: Previous piano study) I, II, III, & IV - Half-hour lesson. One semester hour credit.
- MUA 1572, 1582, 2572, 2582 — PIANO FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1711, 1721, 2711, 2721 — CLASS VOICE I, II, III, & IV — One-hour lesson. One semester hour credit.
- MUA 1741, 1751, 2741, 2751 — VOICE FOR NON-MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1772, 1782, 2772, 2782 — VOICE FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1841, 1851, 2841, 2851 — WOODWINDS FOR NON-MAJORS (Elective Woodwinds) I, II, III, & IV — Half-hour lesson. One semester hour credit.
- MUA 1872, 1882, 2872, 2882 — WOODWINDS FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1472, 1482, 2472, 2482 — PERCUSSION FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

### MUSIC ORGANIZATIONS

- (Marching Band, Contralettes, Concert Band, Jazz Band, Pit Orchestra, Chorus, Collegians)
- MUO 1111, 1121, 2111, 2121 — BAND I, II, III, & IV — One semester hour credit.
- MUO 1211, 1221, 2211, 2221 — CHORUS I, II, III, & IV — One semester hour credit.

### PHILOSOPHY AND BIBLE

- PHI 1113 — OLD TESTAMENT SURVEY — This is a study of the Old Testament covering the recorded events prior to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy and poetry.

- PHI 1133 — NEW TESTAMENT SURVEY — This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in Gospels, Acts, and the other New Testament books.
- PHI 1153 — THE LIFE OF CHRIST — The aim of this course is to give the student a general knowledge of the most important events in the life of Christ in a chronological order as found in the Gospels. The Gospels will be studied as a unit endeavoring to get a composite picture of the life and earthly ministry of Jesus.

### PHYSICS

- PHY 2213 — PHYSICAL SCIENCE SURVEY I (Non-Lab) — Designed for the non-technical student. A survey of laws of physics and astronomy.
- PHY 2223 — PHYSICAL SCIENCE SURVEY II (Non-Lab) — Designed for the non-technical student. A survey of chemistry, meteorology, and geology.
- PHY 2313 — SURVEY OF GENERAL PHYSICS I — A study of laws of mechanics and heat. Two lectures and two hours laboratory. Three semester hours credit.
- PHY 2323 — SURVEY OF GENERAL PHYSICS II — A study of laws of electricity and sound. Two lectures and two hours laboratory. Three semester hours credit.
- PHY 2414 — GENERAL PHYSICS — The fundamental concepts and laws of mechanics, heat and sound. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: MAT 1323.
- PHY 2424 — GENERAL PHYSICS — The fundamental concepts and laws of electricity, magnetism, light and modern physics. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: PHY 2414.

### POLITICAL SCIENCE

- PSC 1153 — Honors American National Government substitutes for PSC 1113. Survey of the organizations, political aspects of and basis for American Government. Special projects and recitations required. Instructor approval required.
- PSC 1113 — AMERICAN NATIONAL GOVERNMENT — Survey of the organizations, political aspects of and basis for American Government. Three lectures. Three semester hours credit.
- PSC 1123 — AMERICAN STATE AND LOCAL GOVERNMENT — Relationship between state and federal government and between states and their subdivisions; organization, function, and operation of executive, legislative, and judiciary; elections and suffrage generally, Mississippi particularly. Three lectures. Three semester hours credit.



## PSYCHOLOGY

PSY 1513 — GENERAL PSYCHOLOGY — An introduction to the scientific study of human behavior. Includes history and methods of psychology, growth and development, principles of learning, sensation and perception, thinking, statistics, personality, and intelligence. Three lectures. Three semester hours credit.

## SECRETARIAL SCIENCE

SEC 1113 — ELEMENTARY TYPEWRITING — Introduction to the keyboard with emphasis on developing correct typewriting techniques and applying this acquired skill to the typewriting of business letters, tables, outlines, and manuscripts. Three semester hours credit.

SEC 1123 — INTERMEDIATE TYPEWRITING — (Prerequisite: Elementary Typewriting or equivalent). Continuation of drills for speed and accuracy and the study of letter styles, business forms, manuscripts, and tabulation. Three semester hours credit.

SEC 1213 — ELEMENTARY SHORTHAND — Introduction to the theory and practice of Gregg shorthand with emphasis on the development of speed and accuracy in reading and writing. Three semester hours credit.

SEC 1223 — INTERMEDIATE SHORTHAND — (Prerequisite: Elementary shorthand or equivalent and typewriting). Review of the principles of shorthand with emphasis on speed and accuracy in dictation and transcription. Three semester hours credit.

SEC 2533 — WORD PROCESSING I — (Prerequisite: Typewriting/Keyboarding and an Introductory Computer Course) instruction in the use of the microcomputer/word processor. Three semester hours credit.

## SOCIOLOGY

SOC 2113 — INTRODUCTION TO SOCIOLOGY — Deals with human relationships. Students will receive a synopsis of the whole field of sociology including the social world, the social and cultural process within this world, and the integration of the processes in relation to the individual, the group, and the institution. Three lectures. Three semester hours credit.

SOC 2143 — MARRIAGE AND FAMILY — A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of social-economic adjustments to society. Three lectures. Three semester hours credit.

## SPEECH AND THEATRE

SPT 1113 — ORAL COMMUNICATION (PRINCIPLES OF SPEECH) — Correct and effective English: correct pronunciation and enunciation, breath control, study and practice in making speeches for all occasions, and

emphasis on organization of material and practice in speaking before the group. Three lectures. Three semester hours credit.

SPT 1213 — FUNDAMENTALS OF THEATRE — A basic course in the theatre arts. An introduction to the cultural, historical, and social aspects of the drama and investigation of essential elements of play production. Three lectures. Three semester hours credit.

SPT 1233 — ACTING — An introduction to the theatre and the art of acting. Emphasis is placed on the technical aspects of acting and on the expressive use of the body in stage movement. Classroom work in mime and the presentation of scenes from plays prepare the student for required performance in either a workshop or major production. A production laboratory in connection with the class introduces the student to the technical phases of the theatre which contribute to the effectiveness of the work of the actor. Three lectures. Three semester hours credit.

SPT 1241 — Drama Production I — Participation in college drama productions.

SPT 1251 — Drama Production II — Participation in college drama.

SPT 2241 — Drama Production III — Participation in college drama.

SPT 2251 — Drama Production IV — Participation in college drama.

## TECHNICAL

# AUTOMATED MANUFACTURING TECHNOLOGY

## COURSE DESCRIPTIONS

AMT 1113 — TECH MATH I — This course is a study of the basic fundamentals of algebra needed in Automated Manufacturing to solve the problems associated with the product being manufactured and the digital principles needed with the digital control equipment, computer collection systems and other mathematics used in the system. Three hours lecture. Three semester hours credit.

AMT 1213 — PRINCIPLES OF AUTOMATED SYSTEMS — Beginning with an overview of automation and its history, this course provides a basic study in requirements for automation and subsystem technology such as hydraulic, pneumatic, electronic and electromechanical. Three hours lecture. Three semester hours credit.

AMT 1123 — TECH MATH II — This course is a study of advanced algebra and trigonometry to include trig functions and identities necessary in



the machining and fabrication of parts and assemblies. Also included will be the geometry necessary in the applications. Three hours lecture. Three semester hours credit.

**AMT 1315 — DIGITAL TECHNIQUES AND INTRO TO MICROPROCESSORS**

This course is designed to provide the student with an understanding of digital electronics from the basic binary system of numbers, how circuits are designed to work with digital, to the complex circuits used for logic operations. Also an introduction into the microprocessor will be covered defining inputs, outputs and how they control complete operations. Three hours lecture. Four hours laboratory. Five semester hours credit.

**AMT 1324 — HYDRAULICS, PNEUMATICS, AND OTHER INDUSTRIAL CONTROL SYSTEMS** — Basic principles and practical applications of hydraulic, pneumatics, and electromechanics. Emphasis on operation and application of pressure intensifier, torque devices, pumps, motors, fundamentals of reservoirs and pumps, accumulators, and safety. Also this subject will cover electrical devices, circuits, and systems used for control purposes in industry. Two hours lecture, four hours laboratory. Four semester hours credit.

**AMT 2224 — AUTOMATED SYSTEMS APPLICATION AND TROUBLE SHOOTING** — Includes studies and lab work including the application, operation, diagnostics of subsystems using electronic sensors, optical encoders, and programmable controllers integrated with hydraulics, pneumatics, and other electro-mechanical devices. Two hours lecture, four hours laboratory. Four semester hours credit.

**AMT 2334 — ROBOTIC PRINCIPLES AND APPLICATION** — Course deals with specific details of robot systems technology, beginning with basic concepts, lecture and lab work enables the student to develop hands on experience in the systems operation, application programming, diagnostics, and safety of industrial grade robots. Two hours lecture, four hours laboratory. Four semester hours credit.

**AMT 2233 — MATERIALS REQUIREMENT PLANNING** — This course introduces concepts in production management and control, including inventory control fundamentals and applications, fundamentals of material requirements planning systems (MRP), and fundamentals of project planning and control. Two hours lecture, two hours laboratory. Three semester hours credit.

**AMT 2343 — ENVIRONMENTAL CONTROL** — To introduce students to the wide variety of environments required to be maintained in manufacturing processes such as temperature, humidity, particles suspended in air, inert and toxic gas, caustic chemicals, flammable and explosive materials, etc. and the methods used to monitor and control these environments. Three hours lecture. Three semester hours credit.

**AMT 2243 — STATISTICAL PROCESS CONTROL** — This course is designed to teach the basics in quality control and the use of computerized

statistical process for analysis in the quality control function. Two hours lecture, two hours laboratory. Three semester hours credit.

**AMT 2354 — MANUFACTURING PROJECT** — This is a lecture/lab project oriented course which allows the student to develop a manufacturing project from product concept, through system configuration and programming, to production. Two hours lecture, four hours laboratory. Four semester hours credit.

**AMT 2254 — ADVANCED MEASUREMENT AND COMMUNICATION SYSTEMS** — This is an advanced course in acquisition, communication, and processing of systems data in automated applications. Study includes advanced sensor subsystems, digital data communications and subsystem interfacing with host computer systems. Two hours lecture, four hours laboratory. Four semester hours credit.

### BUSINESS TECHNOLOGY

**BSC 1013 — INTRODUCTION TO BUSINESS** — Introduction to business principles, organizations, and procedures. Three semester hours credit.

**BSC 1113 — ELEMENTARY TYPEWRITING** — Introduction to the keyboard with emphasis on developing correct typewriting techniques and applying this acquired skill to the typewriting of business letters, tables, outlines, and manuscripts. Three semester hours credit. Two hours lecture and two hours laboratory.

**BSC 1123 — INTERMEDIATE TYPEWRITING** — (Prerequisite: Elementary Typewriting or equivalent). Continuation of drills for speed and accuracy and the study of letter styles, business forms, manuscripts, and tabulation. Three semester hours credit. Two hours lecture and two hours laboratory.

**BSC 1213 — SHORTHAND I** — Introduction to the theory and practice of Gregg shorthand with emphasis on the development of speed and accuracy in reading and writing. Three semester hours credit. Two hours lecture and two hours laboratory.

**BSC 1223 — SHORTHAND II** — (Prerequisite: Shorthand I or equivalent and Typewriting). Review of the principles of shorthand with emphasis on speed and accuracy in dictation and transcription. Three semester hours credit. Two hours lecture and two hours laboratory.

**BSC 1313 — RECORDS MANAGEMENT** — Introduction to the major filing systems with emphasis on information retrieval, retention and disposal of records, selection of supplies and equipment, and an introduction to electronic filing. Three semester hours credit. Two hours lecture and two hours laboratory.

**BSC 1613 — BUSINESS ENGLISH** — A review of correct English usage including parts of speech, word choice, punctuation, and capitalization. Emphasizes those aspects of English that are directly applicable to writing effective business letters. Two hours lecture and two hours laboratory. Three semester hours credit.



- TSC 1813 — INFORMATION PROCESSING I** — (Prerequisite: Typewriting). Introduction to information processing concepts and applications including operating systems, word processing, electronic spreadsheet and data base management. Three semester hours credit. Two hours lecture and two hours lab.
- TSC 2113 — ADVANCED TYPEWRITING** — (Prerequisite: Intermediate Typewriting). Emphasis on skill building and production in specialized areas. Three semester hours credit. Two hours lecture and two hours laboratory.
- TSC 2213 — SHORTHAND III** — (Prerequisite: Shorthand II). Emphasis on building vocabulary of different types of businesses, mailable transcripts, and dictation and transcription speed. Three semester hours credit. Two hours lecture and two hours laboratory.
- TSC 2523 — BUSINESS CALCULATIONS** — Study of the fundamental processes, fractions, decimals, percentages, and problem solving using an electronic calculator operated with touch control as applied to business operations. Three semester hours credit. Two hours lecture and two hours laboratory.
- TSC 2533 — MACHINE TRANSCRIPTION** — (Prerequisite: Typewriting). Instruction in the use of transcribing machines to prepare mailable business correspondence. Three semester hours credit. Two hours lecture and two hours laboratory.
- TSC 2613 — BUSINESS COMMUNICATIONS** — (Prerequisite: Business English and proficiency in typewriting). Instruction in composing different types of business letters with emphasis on the application of grammar, typewriting, speech, and human relations skills. Three semester hours credit. Two hours lecture and two hours laboratory.
- TSC 2813 — WORD PROCESSING I** — (Prerequisite: Typewriting/Keyboarding and Introduction to Information Processing). Instruction in the use of the microcomputer/word processor. Three semester hours credit. Two hours lecture and two hours laboratory.
- TSC 2823 — WORD PROCESSING II** — (Prerequisite: TSC 2813 Word Processing I). Advanced instruction and applications in the use of the microcomputer/word processor. Three semester hours credit. Two hours lecture and two hours laboratory.
- TSC 2833 — INFORMATION PROCESSING II** — (Prerequisite: Information Processing I). Continuation of Information Processing I with additional study to include telecommunications, electronic mail, and other microcomputer applications to reflect current technology. Emphasis is placed on supervisory skills and management techniques. Three semester hours credit. Two hours lecture and two hours lab.
- TSC 2913 — OFFICE PROCEDURES** — (Prerequisite: Typewriting/Keyboarding). Study and application of modern office systems and practices. Three semester hours credit.

## CHILDCARE SUPERVISION TECHNOLOGY

- ICC 1113 — INTRODUCTION TO EARLY CHILDHOOD EDUCATION** — An overview of goals, children, schools, techniques and curriculum; past, present and future of early childhood education. Two hours lecture, two hours observation and laboratory experience. Three semester hours credit.
- ICC 1214 — CHILD DEVELOPMENT I** — An introductory study of the various stages of development from conception through toddlerhood with emphasis on the physical, social, emotional, and cognitive aspects of development and the influence of the cultural environment. Three hours lecture, two hours laboratory. Four semester hours credit.
- ICC 1313 — ART FOR YOUNG CHILDREN** — Experience with children's art in a variety of media: the value of creative art, selection and objective use of art. Two hours lecture, two hours laboratory. Three semester hours credit.
- ICC 1224 — CHILD DEVELOPMENT II** — A study of preschool ages three through six. Characteristics of physical, cognitive, emotional and social development and planned influences on behavior. Three hours lecture, two hours laboratory. Four semester hours credit.
- ICC 1323 — MUSIC FOR CHILDREN** — Fundamentals of music and music terminology for its incorporation into other areas of the curriculum. Overview of materials used. Two hours lecture, two hours laboratory. Three semester hours credit.
- ICC 1333 — LANGUAGE ARTS FOR YOUNG CHILDREN** — A study of importance and significance of language development for the preschool child. Creative activities to stimulate language development. Emphasis will be placed on literature that will promote communications skills both verbal and non-verbal. Two hours lecture, two hours laboratory. Three semester hours credit.
- ICC 2343 — CHILD NUTRITION AND HEALTH CARE** — Basic human nutrition, nutritional values of foods, menu planning, nutritional needs for young children, and preparation of meals. Two hours lecture, two hours laboratory. Three semester hours credit.
- ICC 2414 — METHODS OF MATERIALS OF TEACHING PRESCHOOL** — Critical analysis of teaching materials and their organization into units. Special consideration of math, science and social concepts. Construction of creative teaching materials. Two hours lecture, four hours laboratory. Four semester hours credit.
- ICC 2234 — CHILD DEVELOPMENT III** — Supervised experiences in nursery, laboratory school; planning and presenting various types of learning experiences for young children. Two hours lecture, four hours laboratory. Four semester hours credit.
- ICC 2244 — CHILD DEVELOPMENT IV** — A continuation of the activities and discussions in Child Development III. Two hours lecture. Four hours laboratory. Four semester hours credit.



TCC 2423 — ADMINISTRATION OF PRESCHOOL PROGRAMS — Overview of the complete preschool program operation including philosophy, program, personnel, equipment, curriculum and the place of the center in the community. A survey of childcare facilities is made. Two hours lecture, two hours laboratory. Three semester hours credit.

### COMPUTER TECHNOLOGY

TDP 1213 — COMPUTER OPERATIONS — This course is a study of the operation of the System/36 Computer. The operation control language, utility programs, and SSP procedures for the System/36 are included. Two hours lecture, two hours laboratory. Three semester hours credit.

TDP 1113 — COMPUTER CONCEPTS — This course is a study of the functions and capabilities of computers. The student becomes familiar with the organization of computers and their uses in today's computer-oriented society. Two hours lecture, two hours laboratory. Three semester hours credit.

TDP 1313 — BASIC PROGRAMMING — This course is a study of the BASIC programming language. Students will gain experience by programming and debugging problems using BASIC. Two hours lecture, two hours laboratory. Three semester hours credit.

TDP 1314 — RPG PROGRAMMING — (Prerequisite: TDP 1213 and TDP 1113.) This course includes study of the Report Program Generator programming language. Students will become proficient in RPG by programming problems typical of those performed in data processing installations. Three hours lecture, two hours laboratory. Four semester hours credit.

TDP 1223 — ADVANCED COMPUTER OPERATIONS — (Prerequisite: TDP 1213 and TDP 1113.) This course is a continuation of TDP 1213. Advanced operational procedures on the System/36 will be included. Two hours lecture, two hours laboratory. Three semester hours credit.

TDP 2324 — RPG PROGRAMMING II — (Prerequisite: TDP 1314.) This course is a continuation of TDP 1314. Emphasis will be placed on file processing and more advanced RPG programming. Three hours lecture, two hours laboratory. Four hours credit.

TDP 2514 — COBOL PROGRAMMING I — This course is directed toward teaching effective and efficient use of COBOL programming instructions. Students will gain programming experience by programming and debugging typical business programs using COBOL. Three hours lecture, two hours laboratory. Four hours credit.

TDP 2524 — COBOL PROGRAMMING II — (Prerequisite: TDP 2514.) This course is a continuation of TDP 2514. Emphasis will be placed on file processing and more advanced COBOL programming. Three hours lecture, two hours laboratory. Four hours credit.

TDP 2414 — SYSTEMS ANALYSIS AND DESIGN — (Prerequisite: TDP 2324.) The field of system analysis and design is surveyed. The student will develop, analyze, and modify systems as they apply to computer operations. Three hours lecture, two hours laboratory. Four hours credit.

TDP 2623 — ELECTRONIC SPREADSHEET — This course is an introduction to the electronic spreadsheet. Students will gain experience in the construction and use of spreadsheets as an aid to management decision making. Two hours lecture, two hours laboratory. Three semester hours credit.

TDP 2723 — DATA BASE MANAGEMENT — This course is a study of concepts used in Data Management. The student will become proficient in creating files, entering and updating data, and retrieving information. Two hours lecture, two hours laboratory. Three semester hours credit.

### DRAFTING TECHNOLOGY

IDD 1113 — FUNDAMENTALS OF DRAFTING — This course deals with care and use of drafting instruments, alphabet of lines, free hand sketching, geometric construction, dimensioning sectioning and orthographic projection with emphasis on shape and size description. One hour lecture, four hours laboratory. Three semester hours credit.

IDD 1123 — MACHINE DRAFTING — (Prerequisite: Fundamentals of Drafting.) A study of the design and drawing of machine and machine parts with strict attention given to dimensioning, finish, fits, threads and the reproduction process of drawings into blueprints. One hour lecture, four hours laboratory. Three semester hours credit.

IDD 1313 — GRAPHICS COMMUNICATION — A study of the basic graphic fundamentals through the use of instruments and the understanding of lines and planes. Reading and writing the graphic language both with instruments and free hand sketching, geometrical construction lettering, pictorials, multiview, sections, and orthographic projections involving the geometry of points, lines and planes as applied to working drawing related to specialized engineering field. One hour lecture, four hours laboratory. Three semester hours credit.

IDD 1133 — INTRODUCTION TO CAD — (Prerequisite: Fundamentals of Drafting 1113.) Course designed to introduce student to the application of the computer to the drafting profession. Provides basic knowledge of the menu and command structure of CAD. One hour lecture, four hours laboratory. Three semester hours credit.

IDD 1213 — DESCRIPTIVE GEOMETRY — (Prerequisite: Fundamentals of Drafting 1113.) The course deals with a study of primary and secondary auxiliary views, revolution of views, and their application as used in mining, engineering, aircraft construction and intersections and development of sheet metal. One hour lecture, four hours laboratory. Three semester hours credit.



TDD 2133 — ADVANCED CAD — (Prerequisite: Introduction to CAD 1113.) Advanced course in the use of CAD software with emphasis on producing drawing. Teaching application of computers to drafting basic command structure, drafting and design menu. Two hours lecture, two hours laboratory. Three semester hours credit.

TDD 2314 — STRUCTURAL DRAFTING — (Prerequisite: Fundamentals of Drafting 1113.) Structural drafting consists of the preparation of design and working drawings for buildings, bridges, tanks, towers, and other structures. One hour lecture, two three-hour laboratory. Four semester hours credit.

TDD 2513 — SURVEYING AND TOPO I — (Prerequisite: Fundamentals of Drafting.) Introduction to Surveying and Mapping with emphasis on the field and computational methods which are utilized in the preparation of maps and survey plats. One hour lecture, two three-hour laboratory. Three semester hours credit.

TDD 2523 — SURVEYING AND TOPO II — (Prerequisite: Surveying and Topo 1.) A continuation of Surveying and Topo I with emphasis on the development of sophisticated field methods, drafting techniques and applications. One hour lecture, four hours laboratory. Three semester hours credit.

TDD 2414 — ELECTRICAL, PIPING AND SHEET METAL DRAFTING — (Prerequisite: Fundamentals of Drafting 1113.) A study of electrical and pipe symbols, types and uses of pipes and electrical layouts and the development of sheet metal as used in modern industry. One hour lecture, two three-hour laboratory. Four semester hours credit.

TDD 2613 — COST ESTIMATING — An introduction to the basic methods of estimating and the development of quality survey systems used in manufacturing and construction processes. Three hours lecture. Three semester hours credit.

TDD 2714 — ARCHITECTURAL DRAFTING I — (Prerequisite: Fundamentals of Drafting 1113.) This course includes principles and practices of modern design, requiring working drawing and solutions, typical construction detail and specifications for residential and industrial construction. One hour lecture, two three-hour laboratory. Four semester hours credit.

TDD 2723 — ARCHITECTURAL DRAFTING II — A continuation of Architectural Drafting I with emphasis placed on commercial buildings. The student will design and prepare a set of working drawings and specifications for a commercial building of his or her choice. Three two-hour laboratory. Four semester hours credit.

TDD 2813 — STRENGTH OF MATERIALS — A study of forces, properties of materials, center of gravity, shear forces and bending moments. Computations necessary for structural and architectural are of primary importance in this course. Two one-hour lecture, one two-hour laboratory. Three semester hours credit.

TDD 2913 — INDUSTRIAL RELATIONS — This course deals with problems involving human relations and the development of a foundation for personnel relations for dealing with superiors, associates, and subordinates. The role of supervisors is emphasized. Three hours lecture. Three semester hours credit.

## TECHNICAL MATHEMATICS

TDD 1113 — TECHNICAL MATH I — This course is a study of the basic fundamentals of algebra needed in drafting in order to make computations, to solve graphs and to solve equations. Three hours lecture. Three semester hours credit.

TDD 1213 — TECHNICAL MATH II — A study of angles, triangles, and trigonometric functions of angles and solutions of triangles, logarithms, graphs and reduction formulas are studied as they apply to drafting. Three hours lecture. Three semester hours credit.

## ELECTRONIC TECHNOLOGY

TDD 1413 — TECHNICAL MATH FOR ELECTRONICS I — This course is the first semester of a two semester course designed for students who are preparing for a technical career. While it is desirable to have some background in geometry and elementary algebra, it is not essential since a review of these subjects is included. The course content is intended to provide the student with a working knowledge of mathematics starting with basic concepts of numbers, plane and solid geometry, algebraic equations and word problems, linear equations, determinants. Three one-hours lecture. Three semester hours credit.

TDD 1414 — INTRODUCTION TO ELECTRONIC TECHNOLOGY — An introduction to Electronic Technology which provides opportunity for beginning students to explore the general nature of the field and its career potential, in conjunction with laboratory experience in basic skill areas. Three hours lecture, four hours laboratory. Four semester hours credit.

TDD 1125 — BASIC ELECTRICITY FOR ELECTRONICS — This course is designed to familiarize the student with the basic electrical fundamentals in alternating and direct currents which are prerequisite to subsequent electronic studies. Laboratory exercises provide theory reinforcement and familiarize with test equipment. Three hours lecture, six hours laboratory. Five semester hours credit.

TDD 1133 — DRAFTING FOR ELECTRONICS — An elementary course designed for electronics students. Use of templates, including lettering templates; fundamentals of drawing and drafting room practices; electrical circuit drawing, terms, symbols and standards. Emphasis is placed on construction and graphic interpretation of typical electrical circuits. One lecture, four hours laboratory. Three semester hours credit.



- TEL 1423 — TECHNICAL MATH FOR ELECTRONICS II — This course is designed to provide the complex algebra for solving summing amplifier networks and the trigonometry functions necessary for working with alternating current and circuit components such as capacitors, inductors and resistors. Three hours lecture. Three semester hours credit.
- TEL 1215 — ELECTRONIC DEVICES AND CIRCUITS — Introduction to semiconductors including the construction, theory, static and dynamic characteristics of diodes and bi-polar semiconductors; basic circuit configurations; rectifiers; amplifiers wave forming, and other circuits. Three hours lecture, six hours laboratory. Five semester hours credit.
- TEL 1225 — DIGITAL PRINCIPLES — This course is designed to provide the student with an understanding of digital electronics from the binary system of numbers, how circuits are designed to work with digital, to the complex circuits used for logic operations, arithmetic operations, and information conversion and control. The student will construct circuits that are commonly found in digital systems such as microprocessors. Three hours lecture, six hours laboratory. Five semester hours credit.
- TEL 2235 — LINEAR INTEGRATED CIRCUITS — A study of general purpose Linear I.C. Devices and their applications. This course is designed to complement digital systems in sensors, instrumentation, analog to digital conversion, digital to analog conversions and other data acquisition, and provide student with knowledge of Linear Systems. Students will also become familiar with Dedicated Linear I.C. Devices. Three hours lecture, six hours laboratory. Five semester hours credit.
- TEL 2315 — INTRODUCTION TO MICROPROCESSOR BASED SYSTEMS — An introduction to Microprocessor Based Systems that will provide the student the opportunity to write and implement machine language programs to control the microprocessor hardware and its family of peripheral interface devices. Three hours lecture, six hours laboratory. Five semester hours credit.
- TEL 2325 — INTERFACING, CONTROL SYSTEMS AND ROBOTICS — Three hours lecture, Six hours laboratory. (5 semester hours credit). The course in interfacing, control and robotics is planned to provide classroom and laboratory studies of the devices, circuits, principles and applications pertaining to electronic control systems using electromechanical, analog, digital, and microprocessor principles. Emphasis will be placed on digital to analog systems as used in interfacing with different devices that can be controlled by microprocessors. Particular attention will be applied to robotics and how they can be used in modern day industry. Troubleshooting techniques are covered.
- TEL 2335 — TROUBLE ANALYSIS OF MICROPROCESSORS AND MICROCOMPUTERS — Three hours lecture. Six hours laboratory. (5 semester hours credit) The course in Trouble Analysis of Microprocessor

and Micro-computers is designed to provide the ability to analyze the troubles that occur in microprocessors and micro-computers with the aid of an oscilloscope, logic probe, logic analyzer and trouble diagnostic trainers provided on the micro-computer. With this analysis completed the student will be able to repair or align the faulty unit. Laboratory exercises are directed towards hands-on approach to operate test equipment and diagnostic devices, isolate faults and repair or align this unit.

## METAL FABRICATION TECHNOLOGY

### COURSE DESCRIPTIONS

- MFT 1113 — INTRODUCTION TO WELDING TECHNOLOGY — This course includes historical development of welding, welding joints on all metals, the welding industry and the future. Also basic definitions, methods of applying welding, safety practices and occupation opportunities. Three hours lecture. Three semester hours credit.
- MFT 1123 — INTRODUCTION TO BREAKS, SHEARS, PUNCHES AND DRILL PRESSES — To include material preparation, shaping, cutting, forming and drilling of raw stock into parts for assemblies. Three hours lecture. Three semester hours credit.
- MFT 1213 — FABRICATION, LAYOUT AND MEASUREMENT — This includes the application of geometrical shapes, the algebraic formulas and manipulation of math necessary to develop layouts and convert them to a representative of a tangible part. Three hours lecture. Three semester hours credit.
- MFT 1224 — OXYACETYLENE CUTTING, BRAZING AND WELDING — This course includes types of gases, containers and manifold systems, safety, regulators and related hardware, filler rods, material preparation, fluxes, selection and application of cutting and welding tips. The student will develop the proper techniques for skilled operation of the torch. Two hours lecture, four hours laboratory. Four semester hours credit.
- MFT 1234 — BASIC PRINCIPLES AND PRACTICE OF ARC WELDING — This course includes application of arc welding, welding circuits, electrode types, polarity, machine settings, accessories, personal equipment, safety, methods of application and practices, weave patterns, building up pads, joint types, use and care of equipment. Two hours lecture, four hours laboratory. Four semester hours credit.



**MFT 2315 — SPECIAL WELDING PROCESSES** — This course includes the use and care of TIG and MIG welding equipment on suitable materials, also flux-cored and solid wire welding. The course also includes material preparation, application of weld material, electrode selection, machine controls and accessories, the development of manual skills used, and use and care of associated items. Three hours lecture, four hours laboratory. Five semester hours credit.

**MFT 2325 — ADVANCED WELDING AND CUTTING TO INCLUDE EQUIPMENT AND TECHNIQUES** — This course includes the programming, inputting and running of the program in an automated cutter and welder in order to produce parts for assembly at a later stage. This also includes the initial setup, maintenance, identification of any problem areas and isolation of the problem. Three hours lecture, four hours laboratory. Five semester hours credit.

**MFT 2235 — ADVANCED WELDING AND CUTTING TO INCLUDE EQUIPMENT AND TECHNIQUES** — This course includes the programming, inputting and running of the program in an automated cutter and welder in order to produce parts for assembly at a later stage. This also includes the initial setup, maintenance, identification of any problem areas and isolation of the problem. Three hours lecture, four hours laboratory. Five semester hours credit.

**MFT 2414 — MANUFACTURING PROJECT** — This is a lecture/lab project oriented course which allows the student to develop a manufacturing project from product concept, through system configuration, programming the design and then producing the project. Two hours lecture, four hours laboratory. Four semester hours credit.

## PRECISION MACHINING TECHNOLOGY

### COURSE DESCRIPTIONS

**PMT 1113 — INTRODUCTION TO MACHINING TECHNOLOGY** — This course includes machine identification, controls and their function, machine capabilities and limitations, and operations that can be performed. Three hours lecture. Three semester hours credit.

**PMT 1213 — BLUEPRINT READING AND SKETCHING** — To include practical print reading and construction of sketches on two and three view drawings, visible outlines, dimensions, auxiliary views, threads, and fasteners. Three hours lecture. Three semester hours credit.

**PMT 1223 — PRECISION MEASUREMENT AND BENCHWORK** — To include the use, care and reading of precision measuring instruments and practical work involving the use of these instruments in layout and

inspection of finished parts. Three hours lecture. Three semester hours credit.

**PMT 1314 — PRINCIPLES OF LATHE OPERATIONS AND SETUP** — To include construction and function of the lathe, lathe sizes, operations, types, cutting tools, thread and thread cutting and attachments. Two hours lecture, two hours laboratory. Four semester hours credit.

**PMT 1324 — DRILLING MILLING AND SAWING PROCESSES** — To include machine construction, application, limitations and practical use in industry. Two hours lecture, four hours laboratory. Four semester hours credit.

**PMT 2233 — METALLURGY** — To include properties and uses of ferrous metals, metal production, chemical nature of steel, SAE numbering system, non-ferrous metal and alloys, carbon content and how it affects hardness, hardness testing, hardening and tempering, and temperature quenching mediums. Three hours lecture. Three semester hours credit.

**PMT 2414 — CAM APPLICATION** — This course will provide the student with the ability to use computer assisted manufacturing program to develop the necessary data to supply a CNC Machine the direction to manufacture a part. This will allow the student to construct points, lines, arcs or splines using the CAM package. In fact, it will allow the student to construct geometry in any order. Two hours lecture, four hours laboratory. Four semester hours credit.

**PMT 2424 — CNC PROGRAMMING AND OPERATIONS I** — The student will write a program, input it to the machine control which will provide directions to produce a finished part. Two hours lecture, four hours laboratory. Four semester hours credit.

**PMT 2334 — PRINCIPLES AND OPERATIONS OF GRINDING** — To include types of grinders, grinding wheel components, abrasive size and type, bond types, standard diamonds and carbides. This also includes principles of grinding to include truing, dressing, roughing, finishing cuts, lubricants, sharpening of cutters, special tools, cylindrical grinding of pins, shafts, and etc. Two hours lecture, four hours laboratory. Four semester hours credit.

**PMT 2434 — CNC PROGRAMMING AND OPERATIONS II** — Advanced machine program generation for CNC Lathe and Mill which will provide more complex directions to the machine for part production. Two hours lecture, four hours laboratory. Four semester hours credit.

## TECHNICAL EVENING CLASSES

Regular college courses are offered on campus and off campus in the evening at various locations in the college district including Carthage, Forest, Louisville, Philadelphia, and Choctaw Central High School near



Philadelphia. The same instructional standards are maintained and the same tuition and fees apply as stated in the catalog for campus day students. In addition, the following courses are offered only in the evening.

### BANKING AND FINANCE

**BFT 1113 — PRINCIPLES OF BANKING OPERATIONS** — Fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the profession in a broad (and operational) perspective. Descriptive orientation intentional. (3 hour lecture). Three semester hours credit.

**BFT 1123 — MONEY AND BANKING** — Practical aspects of money and banking and the basic monetary theory. Historical treatment minimum. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. (3 hour lecture). Three semester hours credit.

**BFT 2113 — ANALYZING FINANCIAL STATEMENTS** — Organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. Review of basic accounting principles for financial statement analysis. (3 hours lecture). Three semester hours credit.

**TMT 2713 — SUPERVISION I** — A study of the basic skills required of supervisors in a manufacturing plant. Three hours lecture. Three semester hours credit.

**TMT 2323 — SUPERVISION II** — A continuation of TMT 2713. Three hour lecture. Three semester hours credit.

## VOCATIONAL

### VOCATIONAL INDIVIDUALIZED DEVELOPMENT SYSTEM (VIDS)

The Test of Adult Basic Education (TABE) will be administered to all vocational students upon entering school. Results from this test will be used to identify students that need help in Reading, Math and Language.

Students needing help in these areas will be assigned to the VIDS Center for three hours per week until he/she achieves the functioning level needed to receive full value of the education he/she is pursuing.

**FIRST SEMESTER V.I.D.S.** - Individual instruction will be given in Reading, Mathematics and Language. 51 Clock Hours.

**SECOND SEMESTER V.I.D.S.** - A continuation of first semester with student receiving instruction in employer-employee relations. 51 Clock Hours.

### AUTOMOTIVE MECHANICS

**VAM 1112 — INTRODUCTION TO MECHANICS** — This course is designed to teach automotive shop safety, use of automotive hand tools and use and care of service literature. Sixty clock hours. Two semester hours.

**VAM 1214 — ENGINE REBUILDING I** — This course is designed to teach operation of automotive engines, cleaning, inspecting, measuring engine component parts and testing engine condition. One hundred and twenty clock hours. Four semester hours.

**VAM 1314 — BRAKE SYSTEM I** — Principles of operation, diagnosis of malfunctions and repair of the disc and drum brake systems are covered. One hundred twenty clock hours. Four semester hours.

**VAM 1413 — FUEL SYSTEM I** — This course is designed to teach principles of the fuel system, fuel tank, lines, pumps, filters, and basic carburetion systems. Ninety clock hours. Three semester hours.

**VAM 1514 — ELECTRICAL SYSTEMS** — This course teaches diagnosing battery, starters, alternators and generators. The basic ignition and lighting systems are covered in this course. One hundred twenty clock hours. Four semester hours.

**VAM 1124 — TUNE-UP AND SPECIAL SYSTEM I** — This course is designed to teach diagnostic and testing principles related to the correction of troubles in the carburetion and electrical system to include electronic ignitions. One hundred twenty clock hours. Four semester hours.

**VAM 1224 — SUSPENSION & STEERING SYSTEM I** — This course teaches principles of the suspension system and diagnosis. This includes wheel bearings, tires and wheels, wheel balancing, and steering system. One hundred twenty clock hours. Four semester hours.

**VAM 1325 — INTRODUCTION TO DRIVE TRAIN** — This course includes fundamentals of velocity operation, diagnosis of malfunctions and repairs of drive line, joints, and bushings, disassembly, inspection, repair, replacement and reassembly of differential, standard transmissions and clutches. One hundred fifty clock hours. Five semester hours.

**VAM 1424 — AUTOMATIC TRANSMISSION I** — This course includes theory and operation on automatic transmissions. Emphasis is placed on diagnosing troubleshooting and in car services. One hundred twenty clock hours. Four semester hours.

**VAM 2134 — SUSPENSION SYSTEM II & FRONT WHEEL DRIVE** — This course is a continuation of Suspension System I. Emphasis is placed on ball joints, king pins, control arm bushings, springs stabilizer bars and wheel alignment including four-wheel and front-wheel drive alignment. One hundred twenty clock hours. Four semester hours.

**VAM 2234 — AUTOMATIC TRANSMISSION II** — This course includes disassembling and repairing of automatic transmissions with emphasis on rebuilding. One hundred twenty clock hours. Four semester hours.



- VAM 2334 — BRAKE SYSTEM II — This includes turning of drums and rotors, rebuilding of master cylinders, wheel cylinders and the power brake system for disc and drum brake systems. One hundred twenty clock hours. Four semester hours.
- VAM 2435 — HEATING AND AIR CONDITIONING — This course is designed to offer training on the heating system, heater controls, the cooling system, and the theory and operation of air conditioning systems. One hundred fifty clock hours. Five semester hours.
- VAM 2144 — FUEL SYSTEM II — This course includes disassembly, inspection, replacement and reassembly of carburetors, fuel injection systems, turbo-charged systems and other specialty systems. One hundred twenty clock hours. Four semester hours.
- VAM 2245 — SPECIAL SYSTEMS II — This course includes theory and laboratory instruction on fuel systems, electrical systems, emission control systems, TBI, EFI, and CCC. One hundred fifty clock hours. Five semester hours.
- VAM 2344 — INTRODUCTION TO FOREIGN CARS — This course teaches the student to deal with the metrics, manuals, lifting, troubleshooting and repair of the foreign car. One hundred twenty clock hours. Four semester hours.
- VAM 2444 — INTRODUCTION TO AUTOMOTIVE DIESEL — This course is designed to enhance the student's skills on diesel operation, theory and repairs. One hundred twenty clock hours. Four semester hours.

### AUTO BODY AND FENDER REPAIR

- VBF 1112 — ARC AND PLASTIC WELDING — Practical work in arc and plastic welding to include heat and reshape, groove and weld of air or tear using the hot air plastic welder. This course also includes the advantages and disadvantages of arc welding. Sixty clock hours. Two semester hours.
- VBF 1213 — GAS WELDING — A fundamental course in the basic principles of welding and brazing, oxyacetylene procedures including use and care of equipment, flame adjustments, techniques of welding and cutting, safety practices. Ninety clock hours. Three semester hours.
- VBF 1316 — AUTO METALS AND MATERIALS — Practical work in types of materials and metallurgy, characteristics of metals used in the field. Strength of auto body member, damage patterns, shrinking procedures. One hundred eighty clock hours. Six semester hours.
- VBF 1416 — PANEL AND FENDER STRAIGHTENING AND PAINTING I — Practical work in analyzing the damage area, roughing out sequence, tools required in raising low spots, reworking deep bends, flattening high spots, use of file and sanding equipment. One hundred eighty clock hours. Six semester hours.
- VBF 1126 — FRAME STRAIGHTENING I — Practical work in the fundamentals of frame testing and checking equipment, analyzing

- replacement versus repair, bumper straightening, arm alignment, estimating to include use of the flat rate manual and time and material cost. One hundred eighty clock hours. Six semester hours.
- VBF 1228 — REFINISHING PROCESSES AND PAINTING I — Practical work in types of paints used in industry. Prepainting procedure, operating techniques of paint sprayers, drying process to include air dry and bake dry, rubbing, polishing, waxing, jobs, etc., and safety. Two hundred forty clock hours. Eight semester hours.
- VBF 1323 — HARDWARE AND TRIM — Practical course in removal and replacement of hardware and trim to include the typical problems encountered with removal and replacement of moldings, door hardware, glass trim, grills and locks. Ninety clock hours. Three semester hours.
- VBF 2134 — GLASS AND VINYL TOP REPLACEMENT — Practical work in glass replacement and vinyltop repair and replacement to include procedures, materials, types of vinyl roof covers, vinyl roof installations, pads and removing wrinkles. One hundred twenty clock hours. Four semester hours.
- VBF 2235 — FRAME STRAIGHTENING II — Advanced practical work in fundamentals of body and frame straightening, using the chief and Detroit body and frame straighteners. Advanced estimating by use of the flat rate manual, time, and material cost. One hundred fifty clock hours. Five semester hours.
- VBF 2338 — PANEL REPLACEMENT AND FINISHING — Practical work in the replacement of automotive body panels, work in analyzing the damage area, use of proper tools and techniques, and finishing technique and procedure. Two hundred forty clock hours. Eight semester hours.
- VBF 2149 — PANELS, FENDER STRAIGHTENING AND PAINTING II — Advanced work in analyzing the damage area to include major body damage and collision repair, repair and replacement of fiberglass and plastic body components. Two hundred seventy clock hours. Nine semester hours.
- VBF 2248 — REFINISHING PROCESSES AND PAINTING II — Advanced practical work in special finishes and custom work to include striping, striping tool and accessories, special knives and scissors and special lighting. Two hundred forty clock hours. Eight semester hours.

### VOCATIONAL ADMINISTRATIVE ASSISTANT

- VOC 1210 — ELEMENTARY TYPEWRITING — Introduction to the keyboard with emphasis on developing correct typewriting techniques and applying this acquired skill to the typewriting of business letters, tables, outlines, and manuscripts. One hour a day - 5 days a week.
- VOC 1110 — BUSINESS CALCULATIONS — Study of the fundamental process, fractions, decimals, percentages, and problem solving using



- an electronic calculator operated with touch control as applied in business operations. One hour a day - 5 days a week.
- VOC 1410 — BUSINESS ENGLISH — A review of correct English usage including parts of speech, word choice, punctuation, and capitalization. Emphasizes those aspects of English that are directly applicable in writing effective business letters. One hour a day - 5 days a week.
- VOC 1310 — RECORDS MANAGEMENT — Introduction to the major filing systems with emphasis on information retrieval, retention and disposal of records, selection of supplies and equipment, and an introduction to electronic filing. One hour a day - 5 days a week.
- VOC 1220 — INTERMEDIATE TYPEWRITING — (Prerequisite: Elementary typewriting or equivalent). Continuation of drills for speed and accuracy and the study of letter styles, business forms, manuscripts, and tabulation. One hour a day - 5 days a week.
- VOC 1420 — BUSINESS COMMUNICATIONS — (Prerequisite: Business English and proficiency in typewriting). Instruction in composing different types of business letters with emphasis on the application of grammar, typewriting, speech, and human relations skills. One hour a day - 5 days a week.
- VOC 1120 — INTRODUCTION TO INFORMATION PROCESSING — Introduction to information processing systems — their design, organization, and administration. An overview of information processing technologies: data, word, and voice processing, telecommunications, reprographics, record management, and electronic mail. One hour a day - 5 days a week.
- VOC 1320 — ACCOUNTING — A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. One and one half hours a day - 5 days a week.
- VOC 1230 — WORD PROCESSING I — (Prerequisite: Typewriting, keyboarding and introduction to information processing). Instruction in the use of the microcomputer/word processor. One hour a day - 5 days a week.
- VOC 1130 — OFFICE PROCEDURES — (Prerequisite: Typewriting, Keyboarding). Study and application of modern office systems and practices. One hour a day - 5 days a week.
- VOC 1330 — ON THE JOB TRAINING — The students will be assigned jobs working in offices under the supervision of their instructor. Four hours a day - 5 days a week.

### CARPENTRY AND CABINET MAKING

- VCC 1114 — PLANS, SPECIFICATIONS & FOUNDATIONS — Study of plans in residential construction and specifications. Practical work experience in layout, installing batter boards, and the placing of foundation members. One hundred twenty clock hours. Four semester hours.

- VCC 1215 — FLOOR, WALL, CEILING, ROOF FRAMING & ROOFING — theory and practical work in actual framing of floors, walls, ceiling and roofs, and actual installation of roofing materials. One hundred fifty clock hours. Five semester hours.
- VCC 1318 — INSULATION, EXTERIOR AND INTERIOR FINISHING & COORDINATING — Theory and practical work experience in sound and thermo insulation, interior and exterior buildings dealing with walls, trim, floors, cabinets, doors, windows and exterior trim. Also, steps to follow in coordinating other work such as plumbing, electrical, heating and cooling, etc. Two hundred forty clock hours. Eight semester hours.
- VCC 1128 — CABINET CONSTRUCTION — Theory and practical work experience in blueprint reading, safety, measuring in a wide range of cabinets, cabinet layout, materials, cabinet framing and shelf construction. Two hundred forty clock hours. Eight semester hours.
- VCC 1225 — HARDWARE, TRIM & LAMINATES — Theory and work experience in selection of correct hardware and installation of hardware and trim, and installation of plastic laminates. One hundred fifty clock hours. Four semester hours.
- VCC 1324 — CABINET FINISHING — Theory and practical experience in sanding, preparing and finishing cabinets. One hundred twenty clock hours. Four semester hours.
- VCC 2134 — BLUEPRINT READING, SPECIFICATIONS, CODES AND FOUNDATION — Theory and study of blueprint reading, specifications and codes. Actual work experience in laying out foundations, setting grade stakes, and placing of reinforcement steel. One hundred twenty clock hours. Four semester hours.
- VCC 2235 — TECHNIQUES IN FRAMING & ROOFING — Theory and work experience in all parts of residential framing and actual installation of sheathing and roofing material. One hundred fifty clock hours. Five semester hours.
- VCC 2338 — EXTERIOR & INTERIOR FINISHING, INSULATION & COORDINATING — Theory and work experience in all types of insulation, siding, wall covering, and trim work plus the study of permits and coordinating building activities with other tradesmen. Two hundred forty clock hours. Eight semester hours.
- VCC 2148 — CABINET CONSTRUCTION TECHNIQUES — Theory and practical experience in actual cabinet construction with emphasis being put on different styles and techniques. Two hundred forty clock hours. Eight semester hours.
- VCC 2245 — LAMINATE APPLICATION, TRIM AND HARDWARE — Theory and practical work experience in proper selection of hardware and trims. Installation of plastic laminates. One hundred fifty clock hours. Five semester hours.



VCC 2344 — CABINET FINISHING — Theory and practical experience in sanding, preparing and finishing cabinets. One hundred twenty clock hours. Four semester hours.

### COSMETOLOGY

VCO 1113 — COSMETOLOGY THEORY — Theory in the professional cosmetologist, scalp and skin care, hair shaping, hair styling and permanent waving. Ninety clock hours. Three semester hours.

VCO 1218 — COSMETOLOGY PRACTICAL I — Practical in the following areas: shampooing, hair shaping, permanent waves, fingerwaves, hair styling, manicuring, makeup, chemical hair relaxing, hair pressing, thermal waving, blow drying and salon management. Before new students can practice on paying customers they must have had 240 hours of training in a combination of theory and practical. Two hundred forty clock hours. Eight semester hours.

VCO 1318 — COSMETOLOGY PRACTICAL II — Continuation of Practical I. Two hundred forty clock hours. Eight semester hours.

VCO 1123 — COSMETOLOGY THEORY — Theory in hair coloring, chemical relaxing, hair pressing, thermal waving, blow drying, disorders of the nails, manicuring, pedicuring, facials and makeup. Ninety clock hours. Three semester hours.

VCO 1228 — COSMETOLOGY PRACTICAL III — Cosmetology practical in the following areas: shampooing, hair shaping, permanent waving, hair styling, manicuring, makeup, chemical hair relaxing, hair pressing, thermal waving and blow drying and salon management. Before new students can practice on paying customers, they must have had 240 hours of training in a combination of theory and practical. Two hundred forty clock hours. Eight semester hours.

VCO 1328 — COSMETOLOGY PRACTICAL IV — Continuation of Practical III. Two hundred forty clock hours. Eight semester hours.

VCO 1133 — COSMETOLOGY THEORY — Theory in superfluous hair removal, the skin and hair, anatomy, electricity, chemistry and salon management. Ninety clock hours. Three semester hours.

VCO 1236 — COSMETOLOGY PRACTICAL V — Practical in the following areas: shampooing, hair shaping, permanent waving, finger waves, hair styling, manicuring, makeup, chemical hair relaxing, hair pressing, thermal waving, blow drying and salon management. Before new students can practice on paying customers, they must have had 240 hours of training in a combination of theory and practical. One hundred eighty clock hours. Six semester hours.

VCO 1335 — COSMETOLOGY PRACTICAL VI — Continuation of Practical V. One hundred eighty clock hours. Six semester hours.

### COSMETOLOGY TEACHER TRAINING

Approved by MISSISSIPPI STATE BOARD OF COSMETOLOGY  
For licensed Cosmetologist with minimum of two years experience.

Major Units of Instruction	Semester Hours	Clock Hours
VCO 2413 Teacher Trainee Observation	3	80
VCO 2425 The Professional Teacher	5	164
VCO 2433 Student Motivation and Learning	3	99
VCO 24411 Methods Management and Materials	11	332
VCO 2452 Testing and Evaluation	2	65
VCO 2461 Cosmetology Law, Rules, and Regulations	1	10
<b>TOTAL</b>	<b>25</b>	<b>750</b>

Requirements for entering program:

Must be 21 years of age to take State Board Exam

Read, write and speak English

Graduate of an accredited cosmetology school

Successfully completed 12 semester hours in Methods of Teaching

Hold a current, valid Mississippi Cosmetology License

Two years active practical experience as a licensed cosmetologist

VCO 2413 — TEACHER TRAINEE OBSERVATION. — A teacher trainee shall acquire 12 hours of theory and 68 hours of skill training in Cosmetological Observation. Eighty hours of instruction. Three semester hours credit.

VCO 2425 — THE PROFESSIONAL TEACHER. — Professional application and theory which includes Preparing to Teach, Presentation, Application and testing. One hundred sixty-four clock hours. Five semester hours credit.

VCO 2433 — STUDENT MOTIVATION AND LEARNING. — Professional application and training includes: Laws Governing Learning Processes, Student Motivation, Student Participation, Student Personalities and Individual Differences. Ninety-nine clock hours. Three semester hours credit.

VCO 24411 — METHODS MANAGEMENT & MATERIALS. — Professional application and training to include: Methods, Procedures, and Techniques of Teaching, Classroom Management and Teaching Materials. Three hundred thirty-two clock hours. Eleven semester hours credit.

VCO 2452 — TESTING AND EVALUATION. — Professional application and training to include testing (performance tests, written tests, and Standardized Tests) and teacher evaluation. Sixty-five clock hours and two semester hours credit.



VCO 2461 — COSMETOLOGY LAW, RULES AND REGULATIONS. — A study of laws controlling and regulating the practice of cosmetology in the State of Mississippi. Ten clock hours and one semester hour credit.

### ELECTRICITY

- VEL 1116 — BASIC ELECTRICITY — Electric theory, static charges, Ohm's Law, series, parallel and combination circuits, principles of magnetism, alternating current; inductance and capacitance; power; and power factor correctors; and application of meters and meter movements of power in single and poly-phase systems; power factor measurements. One hundred eighty clock hours. Six semester hours.
- VEL 1218 — RESIDENTIAL WIRING — Requirements of the National Electrical Codes; calculations for lighting circuits, appliances circuits (fixed and portable), service entrances equipment feeders, subfeeders, and over current protection devices; wiring techniques for single and multi family dwelling; properties of conductors, connections, insulation, raceways, box housings; conduit and other hardware used in the trade. Two hundred forty clock hours. Eight semester hours.
- VEL 1313 — BASIC PRINT READING — Blueprint symbols used in residential, commercial and industrial prints, explanation of National Electrical Code's articles on prints. Ninety clock hours. Three semester hours.
- VEL 1229 — INDUSTRIAL MOTOR CONTROL AND WIRING I — A continuation of VEL 1218. Theory, operation and application of hardware and circuitry used in industry for the control of electric motor, and industrial control of other electrical equipment. Includes relays, contractors, various types of starters, pilot devices, timing devices, industrial and marine lighting, heating, air conditioning and machine power; water supply, emergency and alarm systems; power distribution systems, installations, inspection, and trouble shooting commercial and industrial electrical systems. Two hundred seventy clock hours. Nine semester hours.
- VEL 1412 — CONDUIT BENDING — Theory of and proper bending of metal raceways used in industry. Includes bending by hand, hydraulic (both manual and electric) and proper installation through use of connectors and various other available equipment. Sixty clock hours. Two semester hours.
- VEL 1513 — A/C MOTORS — Theory, operation and application of alternating current generators and motors. Ninety clock hours. Three semester hours.
- VEL 1523 — D/C MOTORS — A continuation of VEL 1513. Theory, operation and application of direct current generators and motors. Ninety clock hours. Three semester hours.
- VEL 2125 — ADVANCED ELECTRICITY — A continuation of VEL 1116 is designed to expand upon Ohm's Law by looking at Thevenin's, Norton's and the Superposition theorems and the effects of electricity in solid

state circuits, both A/C and D/C. Topics covered will include such things as power supplies, series parallel circuits, electrical measurements, resistance, resistive circuits, electrical power and energy, magnetism, electromagnetism, and applications of electromagnetism. The students will be introduced to the use of the newest test and measurement equipment, through laboratory exercises and lectures. One hundred fifty clock hours. Five semester hours.

VEL 2615 — INTRODUCTION TO SOLID STATE CIRCUITS — This course is designed to introduce the students to working with printed circuit boards and to latest semi-conductor components and their use in control circuits. Topics covered will include such material as: RLC circuits, A/C power, N-Type and P-Type materials, rectifiers, NPN function transistors and more. One hundred fifty clock hours. Five semester hours.

VEL 2625 — SOLID STATE DEVICES — A continuation of 2615. The student will study the theory and operational characteristics of devices such as: diodes, rectifiers, voltage regulators, clippers and limiters, transistor circuits, amplification, push-pull amplifiers, field effect transistors, thyristors, oscillators and unijunction transistors. The student will also be introduced to basic logic circuits and the use of integrated circuit components. There will also be the use of even more sophisticated measurement equipment. One hundred fifty clock hours. Five semester hours.

VEL 2322 — ADVANCED PRINT READING — A continuation of VEL 1313. As in residential and commercial wiring, the ability to read prints is a necessity in industrial control circuits. The student will be involved in reading, interpreting and wiring industrial circuits. Large control circuits, symbols, ladder diagrams and drawing of these circuits will be covered. Sixty clock hours. Two semester hours.

VEL 2235 — INDUSTRIAL MOTOR CONTROL AND WIRING II — A continuation of VEL 1229. The students will be analyzing and trouble shooting the latest in motor control circuits, such as: solid state relays, industrial power supplies, tachometers (analog and digital), series motor control, shunt motor control and digital motor control. One hundred fifty clock hours. Five semester hours.

VEL 2716 — INDUSTRIAL MEASUREMENTS — This course is a survey into many types of industrial environments and the types of controls needed in the various industries. The topic covered will include such subjects as: photoelectric control (sensors, relays, communication), temperature control (solid state thermometer, digital temperature readout), gas and humidity, pressure and straining measurements, timing systems, telemetry, system interface (analog to digital conversion, digital to analog conversion), process control, and system trouble shooting. One hundred eighty clock hours. Six semester hours.

VEL 2246 — PROGRAMMED INDUSTRIAL CONTROLS — A continuation of VEL 2235. This course is an introduction into the microprocessor based



system used to control machines and processes in a wide variety of industries. The concept is used to replace hard-wired electrical relays and other controls, to an easily changed sequence of machine operation by reprogramming instead of rewiring. Subjects to be covered include: ladder diagrams, modes of operation, applications (program layout, motor control, switches, even sequencing), on-off delay timers, counters, batch processing, latching relays and others. One hundred eight clock hours. Six semester hours.

### MACHINE SHOP

- VMS 1111 — ORIENTATION AND SAFETY — To include purpose and use, safe operation, controls, limitations and history and development of machine shop equipment. Thirty clock hours. One semester hour.
- VMS 1213 — BASIC BLUEPRINT READING — To include practical print reading on three view drawings, visible outlines, dimensions, edges, invisible edges, angles, scales, symbols, projections, circles, decimals, auxiliary views, threads and fasteners. Ninety clock hours. Three semester hours.
- VMS 1313 — BENCH WORK AND LAYOUT — Practical work to include measuring tools, use of other tools such as hammers, screwdrivers, wrenches, hacksaws, chipping, filing, layout angle plate, parallel clamps, gauges, punches and calipers. Ninety clock hours. Three semester hours.
- VMS 1418 — ENGINE LATHE — Practical work to include construction and functions of the lathe, lathe sizes, operations, types, parts, cutting tools, materials, thread and thread cutting, terms, class of fit, machine setting, thread measuring, operation of gears and calculations. Two hundred forty clock hours. Eight semester hours.
- VMS 1512 — PRECISION MEASUREMENT SYSTEMS AND INSPECTION — Course work to include measurement systems, English and metric, starting the basic fraction and going through the 4th decimal place. Sixty clock hours. Two semester hours.
- VMS 1123 — METAL SAWING PROCESS — Practical work to include bandsaw, construction, applications and blade types, band blade welding attachment, basic operations and the reciprocating hacksaw. Ninety clock hours. Three semester hours.
- VMS 1223 — BLUEPRINT READING — To include machine shop practice on auxiliary views, threads and fasteners, gears, working drawings in detail and assembly pictorial in isometric, oblique and perspective. Ninety clock hours. Three semester hours.
- VMS 1328 — VERTICAL MILLING AND JIG BORER — To include vertical mill construction alignment of head, alignment of vise, machining surfaces, slots and keyways, vertical mill operations and attachments. Also, to include the jig borer and the calculations, layout and machining processes thereof. Two hundred forty clock hours. Eight semester hours.

- VMS 1423 — DRILLING MACHINES — Practical work to include drill types, parts of drills, drill press, reaming, alignment, counterbores, countersinks, topping in a drill press, pulleys, and tapers. Ninety clock hours. Three semester hours.
- VMS 2138 — HORIZONTAL MILLING — Practical work in advanced use of milling machine, milling speeds, feeds, depth of cut, collets, taper shank, index head and operations, helical and spiral milling, spur gear and bevel gears. To include cutting of pitch, tooth parts, and nomenclature. Two hundred forty clock hours. Eight semester hours.
- VMS 2235 — METALLURGY AND PHYSICS OF METAL CUTTING — Practical work to include properties and use of ferrous metals, metal production and refining, chemical nature of steel, SAE numbering system, high speed steel, non-ferrous metal and alloy to include copper, tin, zinc, lead, aluminum, bronze and brass. One hundred fifty clock hours. Five semester hours.
- VMS 2334 — SPECIAL PROCESSES — To include electrical machining processes and electro chemical processes, process theory. Application to machining trade, advantages and disadvantages, application of these processes. One hundred twenty clock hours. Four semester hours.
- VMS 2142 — CUTTING TOOLS AND CUTTING FLUIDS — Carbide Cutting tools, the manufacture and usage. Selecting proper grade, tool geometry, cutting speeds and feed, grinding and shaping the tool. Cutting fluids, purpose and advantages. Types, functions and application. Sixty clock hours. Two semester hours.
- VMS 2248 — GRINDING MACHINES — Practical work to include makeup, types of grinders, grinding wheels to components, abrasive, bonds, and mounting wheels, standard diamonds and carbides, principles of grinding to include surfaces, truing, dressing, roughing, finishing cuts, lubricants, cylindrical cuts and other cuts. Two hundred forty clock hours. Eight semester hours.
- VMS 2344 — BRAZING AND WELDING — Practical work in brazing to include materials, chemical content, flux, metal preparations, heat applications and compounds. Arc welding to include basic arc, types of machines, settings, arc and its effect, types of joints, types of welds. Gas welding and cutting to include torch adjustment, heat, tips, hose and connections, accessories and rod types. One hundred twenty clock hours. Four semester hours.
- VMS 2443 — SHAPER — Practical work with the shaper: construction parts, shaper value, lubrication, feed speeds, tool head, shaper cutting tools, how to hold shaper work, vertical and angular cuts and dove tails. Ninety clock hours. Three semester hours.

### MASONRY

- VMA 1113 — HISTORY OF MASONRY, TOOLS, EQUIPMENT & MASONRY MATERIALS — Fundamentals of history, safety, tools and equipment, & materials used in masonry trades. Practical work with tools and masonry materials. Ninety clock hours. Three semester hours.



VMA 1217 — BONDS, PATTERNS & TEXTURE AND WALL TYPES — Practical work on layout of bonds, patterns, types of wall, block walls, lintel walls, chase walls and metal tied walls. Two hundred ten clock hours. Seven semester hours.

VMA 1317 — MASONRY CONSTRUCTION AND CLEANING — Practical work to include wall design, quality of materials, specifications of flashing, waterproofing, installation of expansion joints. Using the process of removing stains and burrs from finished masonry. Powders or stone use of hydrochloric acid. Two hundred ten clock hours. Seven semester hours.

VMA 1123 — METHODS OF ESTIMATING — Classroom and practical work to include estimating by using square feet and cubic feet method. Mortar, brick, sand, etc. Ninety clock hours. Three semester hours.

VMA 1227 — REINFORCED MASONRY — Practical work to include compression, shear, tension, measurement of compression and tension and pounds per square inch, grout and reinforced steel. Two hundred ten clock hours. Seven semester hours.

VMA 1327 — CHIMNEYS AND FIREPLACES — Practical work in the planning and construction of fireplaces to include size, types, and components. Two hundred ten clock hours. Seven semester hours.

### REFRIGERATION & AIR-CONDITIONING

VAR 1114 — SOLDERING, BRAZING, WELDING, PIPE AND FLARING TUBING — Practical work in the use of hand tools for cutting and shaping tube and connecting pipe and tubing, testing for leaks, installation materials used in tubes and pipes for gases and fluids. Practical work in the use of soldering arc welding, gas welding, soldering materials, propane torch, welding rods (both gas and electric) machine settings, flame adjustments and metal thicknesses. One hundred twenty clock hours. Four semester hours.

VAR 1124 — BASIC COMPRESSION SYSTEMS AND SERVICING — Practical work in relation to pressurizing and leak testing safety in working with the system, actual testing of pressurized systems, how to determine leaks with soap bubbles, halide torch and electronic detector, and other laws of refrigeration. Instruction will be given in the operation of servicing of the total compression system. One hundred twenty clock hours. Four semester hours.

VAR 1214 — BASIC COMPRESSION REFRIGERATION — Practical work in identification of compressors, evaporators, condensers, line connections, metering devices, condition of refrigerant systems, labeling of components, direction of refrigerant flow. One hundred twenty clock hours. Four semester hours.

VAR 1224 — COMPRESSOR CONSTRUCTION — Practical work in cutting compressors open, identification of components, repairing and resealing, sealed compressors, open compressors, cylinders, pistons,

connecting rods, crank shafts, valves, seals, gaskets, lubrications, refrigerants, cycles and controls. Types of compressors to include: 1. reciprocating, 2. rotary, 3. screw type, 4. centrifugal. One hundred twenty clock hours. Four semester hours.

VAR 1314 — WIRING DIAGRAMS — Practical work in the layout of wiring diagrams, drawing of diagrams, electrical circuits, color coding of wire, symbols, working with all types of wiring diagrams. One hundred twenty clock hours. Four semester hours.

VAR 1415 — DOMESTIC REFRIGERATION FUNDAMENTAL & WINDOW AIR-CONDITIONERS — Practical work in use of terminology, window units and their makeup, wire sizes, color coding, capacities, disassembly and assembly of household air conditioning units. Also, practical work in disassembly and assembly of compressors, controls of installation. One hundred fifty clock hours. Five semester hours.

VAR 1324 — THERMOSTATS — Practical work in terminology used in thermostat work, types of thermostats and their components, heat anticipation, installation of wall thermostats, and thermostats for self control units. Cooling thermostats and thermostats for self control units. Cooling thermostats, heating and combination thermostats, furnace control, humidity control, refrigerant control and timers. One hundred twenty clock hours. Four semester hours.

VAR 1425 — ELECTRIC MOTORS AND CONTROLS — Practical work in magnetism makeup, safety, and parts of a motor. Single phase 3-phase and types of each. Motor data, belt tension, disassembly and assembly of motors, motor control to include principles, circuit, relays, and starting control, overload protection and solid-state controls. One hundred fifty clock hours. Five semester hours.

VAR 2134 — REFRIGERANTS AND CONTROLS — Practical work in energy conservation unit, Charles' Law, effects of pressure on evaporation, refrigerant tools and materials, requirements and classification of refrigerants, selection of proper type, and amount of refrigerant, expansion valve, pressure control, low and high, capillary tube control, fittings, check valves, solenoid, suction and pressure valves. One hundred twenty clock hours. Four semester hours.

VAR 2235 — COMMERCIAL SYSTEMS — Practical work in load distribution, commercial installation troubleshooting and repair, hermetic units, condensers, motors and controls, removing air moisture, leak detecting, cooling, heating, frozen foods units. One hundred fifty clock hours. Five semester hours.

VAR 2334 — INTRODUCTION TO HEAT — Practical work in the background knowledge in early applications, body comfort, reverse cycles, heat controls, circuits, types of control, systems check out procedures, leakage, condensers, motor controls. One hundred twenty clock hours. Four semester hours.



VAR 2434 — GAS AND ELECTRIC HEAT — Practical work in installation and repair of gas units and electric units, make-up, disassembly and assembly, gas codes, electric codes, load, controls, applications, service problems, and safety of gas and electric heating. One hundred twenty clock hours. Four semester hours.

VAR 2144 — LOAD CALCULATIONS — Practical work to include sources of heat, cooling, heat load estimating, identification of units for heating and cooling, components, symbols, proper function of the system, design and layout of a heating and cooling system, oils and technical characteristics of commercial units. One hundred twenty clock hours. Four semester hours.

VAR 2244 — AIR DISTRIBUTION & DUCT DESIGN — Practical work in design installation of ducts, duct size, size of outlets, instruments, ventilation requirements, blowers, motor size, noise, drafts, and technical characteristics. One hundred twenty clock hours. Four semester hours.

VAR 2344 — HEAT PUMP — Practical work on the makeup of the heat pump, the purpose, theory installation, operation, the performance, controls, reversing valves and schematics, figuring loads, layout of systems, duct and outlet sizes, disassembly and assembly. One hundred twenty clock hours. Four semester hours.

VAR 2445 — TROUBLESHOOTING & REPAIR OF AIR AND HEAT SYSTEMS & CUSTOMER RELATIONS — Practical work in problem solving in control of air and heat and combination units, controls used on both air and heat systems, mechanical function, replacement of parts and regassing of units. One hundred fifty clock hours. Five semester hours.

## WELDING

VWE 1218 — OXYACETYLENE CUTTING AND WELDING — Practical work in the set up of gas cutting and welding equipment. Practical work in the use of cutting and welding equipment, gas settings, tools, cylinders, flames and metal thickness. All types of cut and welding rods and weld joints. Two hundred forty clock hours. Eight semester hours.

VWE 1119 — BASIC ARC WELDING — Practical work in the use of Machine. Machine setting, Electrodes, Metallurgical, Properties, Preparation of Plates, all types of joints and welds. Two hundred seventy clock hours. Nine semester hours.

VWE 1319 — TUNGSTEN INERT GAS (TIG) AND GMAW (MIG) — Practical work in (TIG) and (MIG) setting machine and equipment, types filler rods and wire. The types of metals, aluminum welding, stainless steel, and mild steel, low carbon, high carbon, all types joints and welds. Two hundred seventy clock hours. Nine semester hours.

VWE 1128 — ADVANCED ARC WELDING — Practical work in all types of welds and joints. Basic Blueprint Reading, Measuring and applying for a job. Two hundred forty clock hours. Eight semester hours.

## OTHER VOCATIONAL COURSES

VOC 1410 — ACCOUNTING I — A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. 127.5 clock hours. 12.75 CEU'S.

VOC 1420 — ACCOUNTING II — A continuation of Accounting I. Prerequisite: Accounting 1410. 127.5 clock hours. 12.75 CEU'S.

VOC 1210 — BUSINESS MATHEMATICS — Emphasis is placed on the study of the fundamental processes, fractions, decimals, percentage, and problem solving. The application of these fundamental processes is applied toward the problems of business which the student will encounter in the various commercial fields. 85 clock hours. 8.5 CEU'S.

VOC 1110 — TYPEWRITING I — Mechanism and care of the typewriter, its operation, keyboard drills to gain speed and accuracy, and introduction to letter forms. Students with a year of high school typewriting cannot receive credit for this course. 85 clock hours. 8.5 CEU'S.

VOC 1120 — TYPEWRITING II — Advanced drills for speed and accuracy, letter forms, telegrams, and other business forms, and manuscript typewriting. 85 clock hours. 8.5 CEU'S.

VOC 1610 — BUSINESS ENGLISH — A review of correct English usage including parts of speech, word choice, punctuation, and capitalization. It emphasizes those aspects of English that are directly applicable to the writing of effective business letters. 85 clock hours. 8.5 CEU'S.

VOC 1130 — TYPEWRITING III — A continuation of secretarial course 1120. 85 clock hours. 8.5 CEU'S.

VOC 1310 — RECORDS MANAGEMENT — Basic principles and practice that aim toward intelligent and efficient performance in managing and using records in the office. 51 clock hours. 5.1 CEU'S.

VOC 1710 — OFFICE APPLIANCES — Instruction and practice in the operation of office equipment including transcribing machines, electronic typewriters, magnetic core selectric typewriters, duplicators, and copying machine. 85 clock hours. 8.5 CEU'S.

VOC 1510 — OFFICE MACHINES — Instruction and practice in the operation of adding and calculating machines. Problem-solving activities, machine programming, and an extensive review of basic mathematics. 85 clock hours. 8.5 CEU'S.

VOC 1620 — BUSINESS COMMUNICATIONS — Study and practice in writing different types of business letters and reports with emphasis on correct spelling, grammar, punctuation, and clarity of communication. 85 clock hours. 8.5 CEU'S.

## VOCATIONAL EVENING CLASSES

The Evening Division of the Vocational Department is established primarily for the purpose of supplementary training of people already employed. Those who are interested in improving their present skills, learning



new skills, or learning a new trade should enter the evening program. A certificate is issued to a person upon successful completion of each of the following courses. Other courses will be established as the need arises either on campus or in-plant training, both supplementary and preparatory. The courses will vary in length and carry Continuing Education Units (One CEU per ten clock hours of instruction).

### BUSINESS AND OFFICE

- FILING** — Three hours per evening, one evening per week for ten weeks. Instruction as well as actual practice in filing is given in the following areas: filing, system, coding, indexing, equipment, and materials. Three CEUs.
- TYPING I** — Three hours per evening, one evening per week for sixteen weeks. Instruction as well as actual practice in typing is given in the following areas: mechanisms and care of the typewriter, its operation, keyboard drills, and introduction to letter forms. Five CEUs.
- TYPING II** — Three hours per evening, one evening per week for sixteen weeks. Instruction as well as actual practice in typing is given in the following areas: advanced drills; letter forms, telegrams, and other business forms; and manuscript typewriting. Five CEUs.
- SHORTHAND I** — Three hours per evening, one evening per week for sixteen weeks. Instruction as well as practice in shorthand is given in the theory and practice of Gregg Shorthand. The principles are applied by reading and writing shorthand with limited amounts of dictation and transcription from shorthand notes. Five CEUs.
- SHORTHAND II** — Three hours per evening per week. A continuation of Shorthand I. Five CEUs.
- OFFICE MACHINES** — Three hours per evening, one evening per week for sixteen weeks. Instruction and practice in the operation of the major types of adding and calculating machines; development of a working knowledge of the ten-key and full keyboard adding machines, rotary calculators and other mechanical office devices. Five CEUs.
- OFFICE APPLIANCES** — Three hours per evening, one evening per week for sixteen weeks. Instruction and practice in the operation of office appliances, including stencils and spirit duplicators, transcribing machines, electric typewriters, mimeoscopes, and copying machines. Five CEUs.
- BOOKKEEPING I** — Three hours per evening, two evenings per week for sixteen weeks. Instruction and practice in bookkeeping is given in the following areas: the bookkeeping cycle, special journals and subsidiary ledgers, recording special transaction, adapting bookkeeping methods to business. Ten CEUs.
- BOOKKEEPING II** — Three hours per evening, one evening per week for sixteen weeks. A continuation of Bookkeeping I. Five CEUs.

### TRADE AND INDUSTRIAL

- ELECTRICITY I, II, III & IV** — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the electrical trade to include the following areas: use of electrical tools and instruments, basic electricity, residential and commercial wiring, motor testing and overhaul, controls and related science. Six CEUs.
- MACHINE SHOP I, II, III & IV** — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in machine shop to include the following areas: precision measuring instruments, tools, materials, heat treating, bench work, drilling machines, milling machines, lathes and shaper, jig, boring and girding machines, and abrasive and cutting fluids. Six CEUs when offered on campus. If offered in industry, length of course is determined by the industry.
- REFRIGERATION, AIR-CONDITIONING & HEATING I, II, III & IV** — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the A-C and refrigeration trade to include the following areas: basic electricity, motors and controls, service tools, fundamentals of refrigeration, compression systems and construction, refrigerants and controls, cabinets, materials, absorption, systems, hermetic units, and commercial refrigeration and heating application. Six CEUs.
- WELDING I, II, III & IV** — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in welding including arc and oxyacetylene welding and cutting in the following areas: welding beads, rods, machine setting, stick welding, wire welding, gases, weld positions, and related information. Six CEUs when offered on campus. If offered in industry, length of course is determined by industry.

### OTHER

- CAKE DECORATING** — Two hours per night, one night a week for 10 weeks. 2 CEUs. Instruction in making icing, frosting, and making decorating cones, and equipment, and making the following designs: sweet pea, clown, basket, heart, wedding, bathing suit, doll, etc.
- COSTING IN FOOD SERVICE** — Three hours per evening, one evening per week for 8 weeks. 2.4 CEUs. Instruction in management, development of skills, controls in budget, factors affecting the budget, labor cost, food cost, menus, recipes, ordering and purchasing, receiving, storing, portion control.
- AUTO MECHANICS** (carburetor and electrical) — Three hours per day for two days per week. 9.6 CEUs. Instructions in fuel system, fuels, types of carburetors, types of fuel pumps, air cleaners and manifolds. Electrical system-magnetism and electricity, generators, ignitions, lighting, schematics and diagram reading and symbols.
- BLUEPRINT READING** — Three hours per night, one night a week for 16 weeks. 4.8 CEUs. Instructions in fundamentals, lines, views, notes and



specifications, dimensions, shapes, abbreviations and symbols, sections, details and assembly, precision instruments.

**EMERGENCY MEDICAL TECHNICIAN (EMT)** — Four hours per day for two days per week for 15 weeks. 120 CEUs. Instructions in the role and responsibilities of the technician, use of equipment, airway obstruction and pulmonary arrest, resuscitation, cardiac arrest, bleeding, shock, wounds, upper fracture, lower fracture, injuries, childbirth and problems related, moving patients, environmental emergencies, auto accidents, operation of emergency vehicles, maintenance, records and reports, hospital procedures, responding to ambulance calls, testing at various intervals, comprehensive practice. Students must spend 10 hours in hospital emergency room and participate in a minimum of five separate ambulance runs.

**MECHANICAL MAINTENANCE** — Instructions in elements of mechanics, lubrication of drive components, bearings, pumps, piping systems, basic hydraulics, hydraulic trouble-shooting, tools, measurements, trouble-shooting skills, pneumatics, blueprints and schematics. Length of course to be determined by industry.

**PERSONNEL MANAGEMENT** — Instructions in the management system, personnel program, staffing the organization, employee potential, behavior management, labor relations, remuneration, security, and management of the future. Length of course to be determined by the industry.

**SEWING MACHINE MECHANICS** — Instructions in machine makeup, technology, stitches, threads, machine parts, tension, needle bar, pressure bar, disassembling, timing, needle guard, feeder adjustment and motor maintenance. Three hours per day, two days per week for 16 weeks. 9.6 CEUs.

**SUPERVISORY TRAINING** — Instructions in history of company, the art of supervision, planning, organizing, directing and leadership, controlling, decision making, motivation, communication, team work, performance and role playing. Length of course determined by needs of industry.

**TAILORING** — Three hours per day for 1 day per week for 10 weeks. 3 CEUs. Instructions in pattern and fabric selection; preparation in cutting, alterations, markings and stitching; construction and pressing methods for interfacings and underlining; instructions in tailoring the jacket, coat, and skirt, and lining the garments.

**VOLUNTEER FIREMANSHIP** — Two and one-half hours per day for 4 days. 1 CEU. Instructions in fire triangle, travel, transfer of heat, exposure, chemistry of petroleum, fire, use of equipment, operation of truck, breathing equipment, fire stream, forcible entry and coordination of attack.

**CROCHET** — Two hours per evening, one evening a week for 8 weeks. 1.5 CEU. Instructions are given in the basic stitches of crochet. Further

instructions are given on how to select the design of item to be made and the correct color and size of thread to use.

**ART 110 — BEGINNING PAINTING** — A studio course designed for the beginner pertaining to the use and knowledge of various painting media as well as decorative crafts. 3 CEU's credit.

**ART 210 — BEGINNING CERAMICS** — A studio course designed for the beginner pertaining to the use and knowledge of various clays in hand building three dimensional art objects. An application of ceramic glaze and firing procedures will also be included. 3 CEU's credit.

**BEGINNING PHOTOGRAPHY** — Two hours per night, one night a week for ten weeks. 2 CEU's. Instruction in examining camera functions and care, types of films and accessories, operation of camera, introduction to various types of photography, developing film, printmaking and mounting for display.

**JOU 1111 — COLLEGE PUBLICATIONS** — A laboratory course in college newspaper and yearbook production.

**JOU 1121 — COLLEGE PUBLICATIONS** — A continuation of JOU 1111.

**JOU 2111 — COLLEGE PUBLICATIONS** — A continuation of JOU 1121.

**JOU 2121 — COLLEGE PUBLICATIONS** — A continuation of JOU 2111.



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## 1990 Calendar

## January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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## February

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## January

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18	19	20	21	22	23	24
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## February

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17	18	19	20	21	22	23
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## March

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## April

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## May

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31						

## June

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17	18	19	20	21	22	23
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## April

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## June

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## August

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## July

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## August

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24	25	26	27	28	29	30
31						

## September

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## October

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21	22	23	24	25	26	27
28	29	30	31			

## November

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December

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23	24	25	26	27	28	29
30	31					

## October

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31						

## November

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## 1991 Calendar



## 1992 Calendar

## January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## August

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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			1	2	3	
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

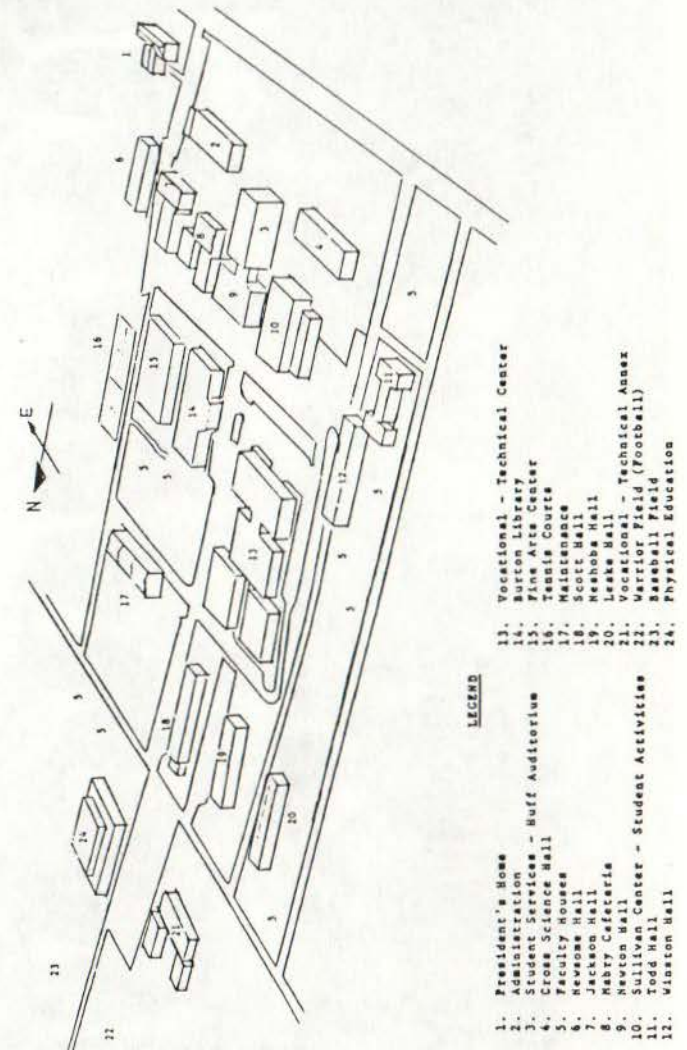
## November

S	M	T	W	T	F	S
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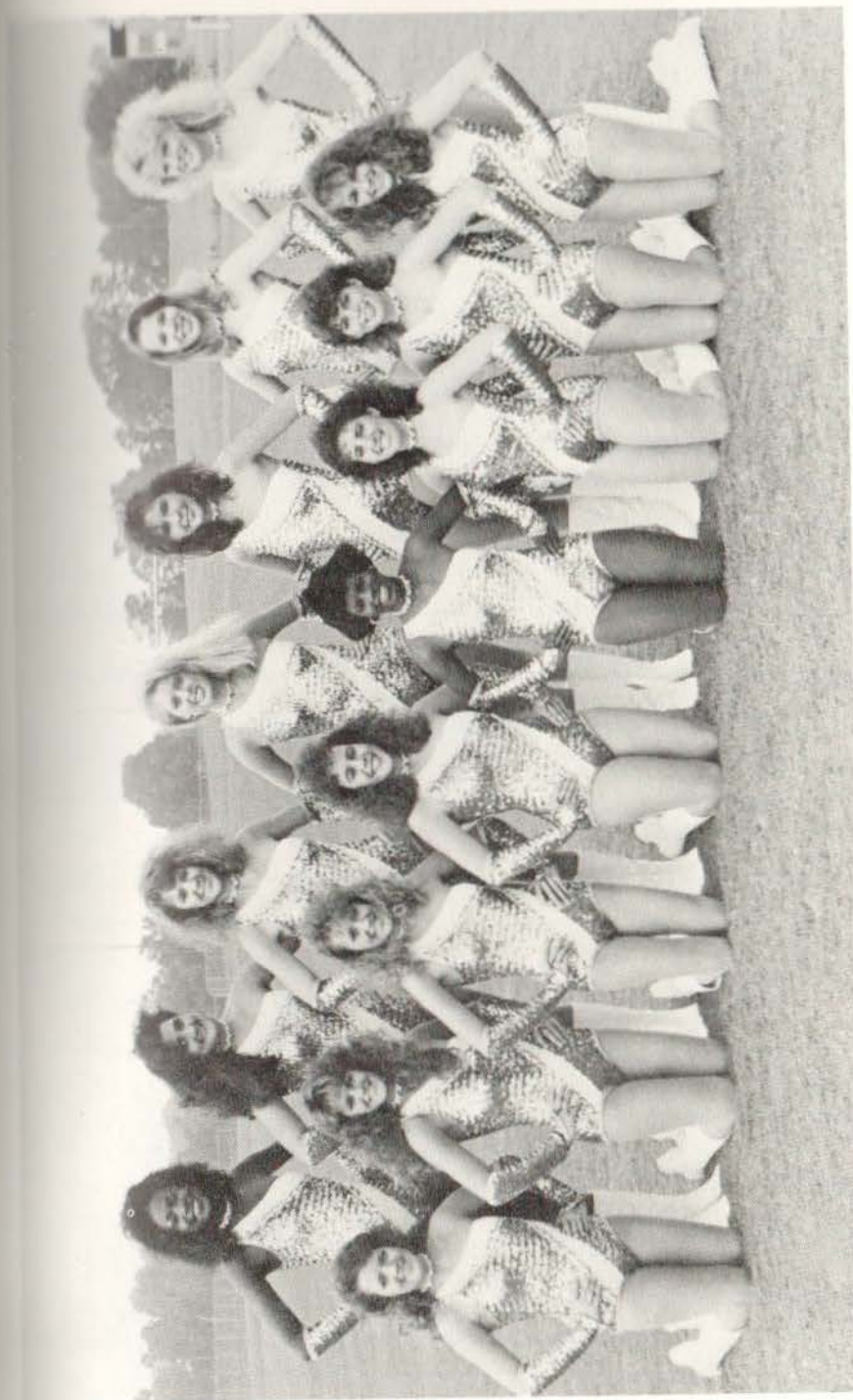
## December

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26	27	28	29	30	31	

## Campus Map





SM  
76



# EAST CENTRAL COMMUNITY COLLEGE

## APPLICATION FOR ADMISSION

**EAST CENTRAL COMMUNITY COLLEGE  
DECATUR, MISSISSIPPI 39327**

ECCC use only

date recd. \_\_\_\_\_

date accepted \_\_\_\_\_

Social Security Number \_\_\_\_\_

Name \_\_\_\_\_  
last first middle

Legal home address \_\_\_\_\_

\_\_\_\_\_ city state zip code

Parent or Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ city state zip code

Home Phone \_\_\_\_\_ County \_\_\_\_\_ Sex M F (circle)

Religion \_\_\_\_\_ Race \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Mo/Day/Year

High School \_\_\_\_\_ Graduation Date \_\_\_\_\_  
Month/Year

If not high school graduate have you completed GED? \_\_\_\_\_  
(Send copy of scores)

Have you taken the ACT? Yes \_\_\_\_\_ No \_\_\_\_\_  
Did you send a copy to ECCC? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please send one  
Have you ever attended ECCC? \_\_\_\_\_ If so when \_\_\_\_\_  
Year

Name if different, when you attended \_\_\_\_\_

List of colleges previously attended \_\_\_\_\_

(Send transcript from each college)

What semester do you plan to enroll? Summer \_\_\_\_\_ 19 \_\_\_\_\_

Fall \_\_\_\_\_ 19 \_\_\_\_\_ Spring \_\_\_\_\_ 19 \_\_\_\_\_

Do you expect to enroll as a Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_

Do you plan to live in the dormitory? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, \$50.00 deposit is  
required. Are you enclosing deposit? Yes \_\_\_\_\_ No \_\_\_\_\_

Roommate preference \_\_\_\_\_

Program of study desired \_\_\_\_\_

If Cosmetology is the program of study desired, a \$50.00 fee must be included for application  
to be complete.

All transcripts, and health certificate must be filed with the Director of Admissions before  
process is complete.

Mail to: Director of Admissions, East Central Community College,  
Decatur, Mississippi 39327.

\*Section 37-103-1 to .37-103-29, Mississippi Code of 1972 Annotated.



# EAST CENTRAL COMMUNITY COLLEGE

Entering freshmen must have transcript mailed from high school after graduation. Transfers must have transcripts mailed from each college previously attended. Official transcripts must be mailed directly from a school official to the Director of Admissions, East Central Community College, Decatur, Mississippi 39327.

Have you had the American College Test? \_\_\_\_ If you did not list East Central as one of your choices of colleges to attend, arrangements should be made to have your test results forwarded to the Admissions office.

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The college is in compliance with Title VI of the 1964 Civil rights Act, Title IX of the 1972 Educational Amendments and section 504 of the Rehabilitation Act of 1972.

Revised: March 1983

# EAST CENTRAL COMMUNITY COLLEGE

## EAST CENTRAL COMMUNITY COLLEGE

Decatur, Mississippi 39327

### STUDENT HEALTH INFORMATION RECORD - TO BE COMPLETED BY STUDENT

Please send this record to: Director of Admissions, East Central Community College, Decatur, Mississippi before the beginning of the semester or summer term when you plan to enroll. You cannot register until this report is received.

Name: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_  
Street & No. City State Zip code

Age \_\_\_\_\_ ☐ Freshman ☐ Sophomore  
When do you plan to register at E.C.C.C.? (check one)  
Jan. 19 \_\_\_\_\_ ☐ June 19 \_\_\_\_\_ ☐ Aug. 19 \_\_\_\_\_

Check below if you have had or now have any of the following ailments:

☐ Sore Throat  
☐ Diabetes  
☐ Epilepsy  
☐ Asthma  
☐ Tuberculosis  
☐ Frequent Colds  
☐ Bronchitis  
☐ Chest Pains  
☐ Kidney Infection  
☐ Nervous Trouble

Do you bleed excessively after  
surgery?  
☐ Yes ☐ No

List medications to which you are allergic:

List any medications you are now taking, and why?

List operations:

### FAMILY PHYSICIAN:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

HEALTH: In general, what is the condition of your health?

I hereby authorize the campus nurse of East Central Community College to administer routine medications and treatments or to refer this student to physician at her discretion

DATE: \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE OF PARENT OR GUARDIAN: \_\_\_\_\_

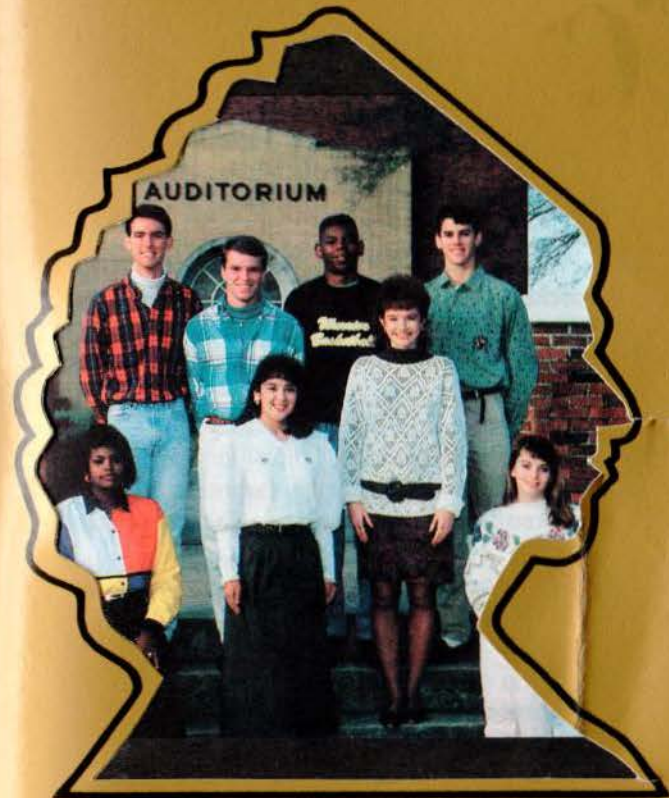
NOTE: This completed form will be kept in the College Clinic. It is necessary that the information given on this form be correct so that the College Nurse can consider it valid.



WITH YOU IN MIND



# EAST CENTRAL COMMUNITY COLLEGE

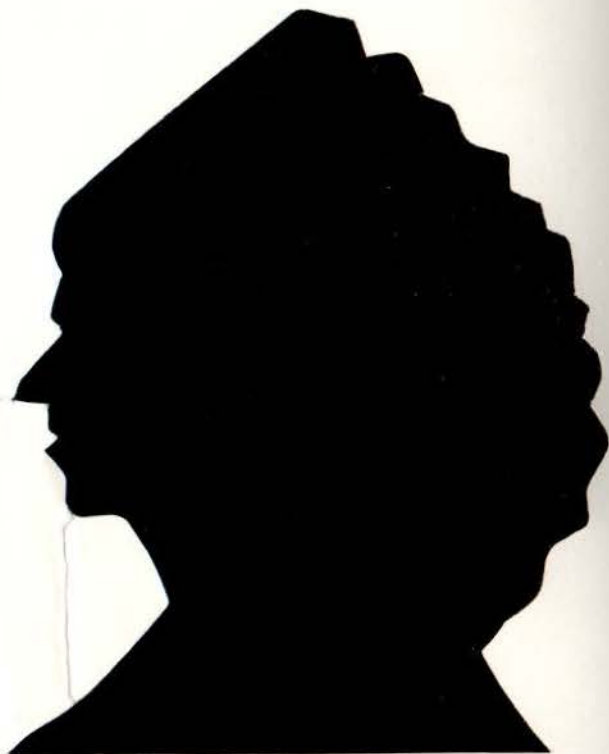


**1992-1994  
CATALOG**





# EAST CENTRAL COMMUNITY COLLEGE



**ECCC**  
WITH YOU IN MIND



# INFORMATION DIRECTORY

Mailing Address:

EAST CENTRAL COMMUNITY  
COLLEGE  
DECATUR, MISSISSIPPI  
39327

**Telephone Switchboard:** (601) 635-2111 (Daytime)

**Administrative,** President, extension 200.

**Admissions,** Director of Admissions, Records, and Research, extension 206.

**Athletic Matters,** Athletic Director, extension 244.

**Business and Industry Assistance,** Industrial Coordinator, extension 208.

**Business Matters,** Business Manager, extension 208.

**Counseling, Academic** - extension 231, **Vocational-Technical** extension 214 or 245

**Dormitory Accommodations,** Director of Housing, extension 210

**Evening Programs** - Director of Adult and Continuing Education extension 279.

**Graduation,** Dean of Instruction, extension 202.

**Instructional Matters,** Dean of Instruction, extension 202.

**Scholarships, Student Jobs, and Other Student Services,** Dean of Students, extension 204.

**Student Aid,** Director of Financial Aid, extension 218.

**Summer School,** Dean of Instruction, extension 202.

**Transcripts, Schedules and Bulletins,** Director of Admissions, Records and Research, extension 206.

## Telephone - Evenings and Holidays

**Security Guard**

**Athletic Department (if open)**

**Jackson Hall Hostess (if open)**

**Newsome Hall Hostess (if open)**

**Physical Plant (if open)**

(601) 635-2111

635-2679

635-3211

635-2126

635-3246

— BULLETIN —

# EAST CENTRAL COMMUNITY COLLEGE

Decatur, Mississippi

\* \* \* \* \*

## Accreditation

East Central Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree

\* \* \* \* \*

## Seventy-Eighth and Seventy-Ninth

Annual Sessions

1992-93 - 1993-94

\* \* \* \* \*

(The College reserves the right to change any policies announced herein when deemed necessary.)



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## NON-DISCRIMINATION

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The college is in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

## CHAPTER 1 ORGANIZATION BOARD OF TRUSTEES

### LEAKE COUNTY

Wade Rogers	Route 2, Box 36, Walnut Grove, MS 39189
Wesley O'Neal	Route 4, Box 401, Carthage, MS 39051
Paul Chancellor	Route 5, Box 127, Carthage, MS 39051
Joe Edd Kea, Leake Co. Supt. of Education	P. O. Drawer 478, Carthage, MS 39051
Jerry K. Moore	Route 7, Box 246, Carthage, MS 39051
Gene Watkins	Route 2, Box 260, Lena, MS 39094

### NESHODA COUNTY

Robert Cliburn	ECCC Box 55, Decatur, MS 39327
W. C. Williamson	Box 42, Philadelphia, MS 39350
V. C. Manning, Neshoba Co. Supt. of Education	Box 338, Philadelphia, MS 39350
Herbert Copeland	Route 2, Box 362, Philadelphia, MS 39350
Mr. Rivers Breazeale	1140 Golf Course Rd., Philadelphia, MS 39350
Ralph Henry	308 Northwood Drive, Philadelphia, MS 39350

### NEWTON COUNTY

Ms. Sandra Amis	Route 1, Box 145, Conehatta, MS 39057
Billy Nicholson	P.O. Box 248, Union, MS 39365
Sam Bounds	Box 108, Lawrence, MS 39336
Charles Hand, Newton Co. Supt. of Education	P.O. Box 97, Decatur, MS 39327
Lamar Blount	P. O. Box 374, Decatur, MS 39327
Glendon E. Caraway	P. O. Box 208, Hickory, MS 39332

### SCOTT COUNTY

Vernon Crowell	P. O. Drawer B, Forest, MS 39074
Frank McCurdy, Scott Co. Supt. of Education	Forest, MS 39074
A. J. Hollingsworth	Route 1, Box 22, Lake, MS 39092
Ms. Rebecca Farris	P. O. Box 56, Morton, MS 39117
Ms. Joyce Harrison	Route 1, Box 53A, Forest, MS 39074
Ms. Matthe Evans	Route 5, Box 241-B, Forest, MS 39074

### WINSTON COUNTY

Randal Livingston	Route 5, Box 283D, Louisville, MS 39339
Jerry Nance	Route 4, Box 162, Louisville, MS 39339
Henry B. Hudspeth	306 Eastridge Drive, Louisville, MS 39339
Mrs. Ann Wood	Route 2, Box 302B, Louisville, MS 39339
Leo Parker	Route 1, Box 226, Noxapater, MS 39346
Dr. Fred Perkins, Supt., Louisville Municipal School District	200 Ivy Avenue, Louisville, MS 39339

Henry B. Hudspeth, Chairman



## BOARD OF SUPERVISORS

## LEAKE COUNTY

William F. Wooren, Route 5, Box 136, Carthage, MS 39051  
 Ben Parker Ganann, Route 2, Box 34, Carthage, MS 39051  
 Ned Rushing, Route 4, Box 97, Carthage, MS 39051  
 Thomas Crane, Route 2, Box 271, Walnut Grove, MS 39189  
 James C. Arthur, Route 2, Box 189, Walnut Gove, MS 39189

## NESHODA COUNTY

Kenneth Thompson, Route 7, Box 151, Philadelphia, MS 39350  
 Cecil Stewart, Route 1, Box 267, Preston, MS 39354  
 Harold Kenneth Reynolds, Route 3, Box 437, Union, MS 39365  
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 James Smith, Route 4, Box 87, Union, MS 39365  
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 L. M. 'Bubba' Bonds, Route 1, Box 256, Lawrence, MS 39336  
 Johnie 'Buddy' Weems, 101 S. Lane Streer, Newton, MS 39345

## SCOTT COUNTY

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 Buford Palmer, Jr., Route 1, Box 219, Morton, MS 39117  
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 TECHNICAL INSTRUCTION (1969)  
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 B.S., Mississippi State University

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 COUNTY VOCATIONAL-TECHNICAL CENTER (1983)  
 A.A., East Central Junior College; B.S., M.S., and further work at Mississippi  
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DEVELOPMENTAL SYSTEM (1971)  
B.S., University of Southern Mississippi; M.Ed., Mississippi State University;  
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RECRUITER (1988)  
B.S., Rio Grande College; M.A., Miami University

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A.A., East Central Junior College; B.A., Livingston State College; M.Ed.,  
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A.A., East Central Community College



- LARRY BLACKBURN** . . . . . CARPENTRY AND CABINET MAKING (1974)  
A.A., East Central Junior College; B.S., University of Southern Mississippi; further work at University of Southern Mississippi
- LILIA BRISENO** . . . . . SPANISH (1988)  
B.S., Motolinia College
- ANN T. BULLOCK** . . . . . BUSINESS TECHNOLOGY (1988)  
B.S., M.Ed., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University
- L. B. BULLOCK** . . . . . MATHEMATICS, COMPUTER SCIENCE (1988)  
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- ANN BURKES** . . . . . LIBRARY SCIENCE (1988)  
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- ROGER BURKES** . . . . . AUTOMATED MANUFACTURING TECHNOLOGY (1991)  
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- JUDY CARROLL** . . . . . SPEECH AND THEATRE (1988)  
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- THOMAS W. CARSON** . . . . . MUSIC (1983)  
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Certificate, Vogue School of Cosmetology; additional work, Hinds Junior College and Jackson State University
- JOE V. CLARK** . . . . . MATHEMATICS AND PHYSICAL EDUCATION (1983)  
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- RICHARD W. CLARK** . . . . . MACHINE SHOP (1988)  
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- MELVIE C. CULBERSON** . . . . . INDUSTRIAL SEWING  
PHILADELPHIA/NESHODA CENTER (1988)  
Attended Mississippi State University
- RONALD DAVIS** . . . . . BIOLOGY (1987)  
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- ALFORD DEATON** . . . . . PHYSICS (1968)  
B.S., M.Ed., Mississippi State University; further work at Mississippi State University and University of Mississippi
- LARRY DURAN** . . . . . METAL TRADES, PHILADELPHIA-NESHODA CENTER (1983)  
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- MICHELE M. EGGLE** . . . . . BUSINESS TECHNOLOGY (1988)  
B.S., M.Ed., Mississippi State University
- RICHARD C. ETHRIDGE** . . . . . SOCIAL SCIENCE (1961)  
Attended Clarke Memorial College; B.S., Mississippi College; further work at University of Southern Mississippi; M.A., Ph.D., Mississippi State University
- RICHARD FISHER** . . . . . CHEMISTRY (1977)  
B.A., Cornell University; Ph.D., University of North Carolina at Chapel Hill
- KATHERINE K. GEORGE** . . . . . CHILD CARE SUPERVISION TECHNOLOGY (1986)  
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- CONRAD GERMANY** . . . . . AUTOMOTIVE BODY AND FENDER (1990)  
Certification from University of West Florida; Pensacola Junior College; Inservice Workshops with Escambia County School Board; General Motors Training Center; Mitchell Manuals; and Dupont Training Center
- LAURIE GLAZE** . . . . . ECONOMICS (1990)  
B.B.A., Mississippi State University; M.B.A., Mississippi State University
- TIM J. GLAZE** . . . . . BIBLE (1991)  
B.A., Mississippi College; M.Div., New Orleans Baptist Theological Seminary; M.R.E., New Orleans Baptist Theological Seminary
- ROBERT GREEN** . . . . . AUTOMOTIVE MECHANICS (1991)  
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Certificate, East Central Junior College, Cosmetology School; East Central Junior College, 750 hours-Teacher Training; Pre-Service Training at Mississippi State University; further work at Meridian Junior College; Seminars as required by State Board of Cosmetology

**J. BRUCE GURAEDY** . . . . . ART (1988)

B.A., M.Ed., University of Southern Mississippi; further work at Mississippi State University and Mississippi College

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Continuing Education at Mississippi State University

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A.A., Copiah-Lincoln Junior College; B.M.Ed., University of Southern Mississippi; M.M.Ed., Louisiana State University; further work at University of Southern Mississippi

**ROBERTA HOLT** . . . . . BUSINESS ADMINISTRATION AND ACCOUNTING (1988)

B.S., M.S., Mississippi University for Women; further work at Mississippi State University

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B.S., Mississippi Valley State University; M.L.S., University of Mississippi; further work at Mississippi State University and University of Southern Mississippi

**THOMAS KEY** . . . . . BIOLOGY (1991)

B.A., Southern Methodist University; M.A., Southern Methodist University; Certificate in Radiation Biophysics, University of California at Berkeley; Ed.D., Ball State University; further work at Indiana University, Oglethorpe University, Clark College, Antioch Seminary, Immanuel Seminary

**ELIX U. KNIGHT** . . . . . ELECTRICITY, PHILADELPHIA/NESHODA CENTER (1986)

Attended Oscar Rose Junior College; Cameron University; and Mississippi State University; graduate of Army Electricity and Electronics Schools, United Electronics Institute, and Instructional Manager Course

**GEORGE T. LYNN** . . . . . ELECTRONIC TECHNOLOGY (1985)

A.A., East Central Junior College; further work at Mississippi State University; Twenty six years experience as Electronics Technician, Avionics Management at branch and unit level, Avionics Engineering Staff, Command Level

**FREDRICK F. LYONS** . . . . . CARPENTRY AND CABINET MAKING (1989)

Certificate, Carpentry and Cabinet Making, East Central Junior College

**GEORGE PAUL McELHENNEY** . . . . . MASONRY TRADES (1976)

Attended East Central Junior College in Carpentry and Masonry. Twenty years experience as bricklayer and foreman in brick, block and tile work of both residential and commercial building. Contractor of residential and commercial buildings in masonry trades

**LOIS McMULLAN** . . . . . MATHEMATICS (1970)

B.S., Mississippi College; M.Ed., University of Southern Mississippi; further work at University of Southern Mississippi and Mississippi State University

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PHILADELPHIA/NESHODA CENTER (1989)

Fifteen years in Automotive Dealer Mechanics, graduate of 19 Dealer Service Schools, employed as welder, served as apprentice in Automotive Mechanics

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**LESTER S. MILES** . . . . . REFRIGERATION AND AIR-CONDITIONING (1984)

Certificates: Refrigeration and Air-Conditioning from Mississippi Delta Junior College; Carrier Corporation, Memphis, Tennessee; further work at Mississippi State University

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**VIRGINIA B. PACE** . . . . . ENGLISH (1988)  
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Certificate East Central Junior College, Certificates in ten areas with Ford Motor Company, factory dealer experience with Ford, General Motors and Chrysler Corporation

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## SECRETARIAL AND ADMINISTRATIVE SUPPORT STAFF

GENEVA BARKER . . . . .	SECRETARY TO THE DIRECTOR OF THE PHILADELPHIA/NESHOPA COUNTY CENTER (1988)
AUDREY CLARK . . . . .	SECRETARY TO THE DEAN OF STUDENTS (1988)
LOU CLARK . . . . .	SECRETARY TO THE DIRECTOR OF ADMISSIONS, RECORDS, AND RESEARCH (1977)
BARBARA DEATON . . . . .	SECRETARY TO FACULTY (1978)
FRANCES GRAHAM . . . . .	SECRETARY TO THE DIRECTOR OF MAINTENANCE (1988)
MARSHA HARDIN . . . . .	SECRETARY TO THE BUSINESS MANAGER (1988)
SUZANNE HARTHCOCK . . . . .	SECRETARY TO THE DIRECTOR OF ADULT AND CONTINUING EDUCATION AND THE DIRECTOR OF PUBLIC INFORMATION (1988)
SANDRA HOOKER . . . . .	SECRETARY TO THE DEAN OF INSTRUCTION (1981)
LINDA PIERCE . . . . .	SECRETARY TO DIRECTOR OF ADMISSIONS, RECORDS, AND RESEARCH (1988)
GLORIA RIGDON . . . . .	SECRETARY TO FACULTY (1988)
BONNIE SAVELL . . . . .	SECRETARY TO DIRECTOR OF VOCATIONAL- TECHNICAL INSTRUCTION (1988)
LEE ANN SCOGGIN . . . . .	SECRETARY TO THE PRESIDENT (1978)
SHELIA STAMPER . . . . .	SECRETARY TO THE BUSINESS MANAGER (1988)
TERESA STROUD . . . . .	SECRETARY TO THE DEAN OF STUDENTS (1988)
VIVIAN TAYLOR . . . . .	SECRETARY TO THE BUSINESS MANAGER (1988)
BURMA WEIDLER . . . . .	ASSISTANT TO DIRECTOR OF FINANCIAL AID (1988)

## SUPPORT STAFF

LARRY ADDY . . . . .	PAINTER (1973)
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WESLEY CHANDLER . . . . .	ELECTRICIAN (1987)
MARY JANE CLEVELAND . . . . .	CUSTODIAN (1988)
BETTY DOTY . . . . .	WOMEN'S DORMITORY SUPERVISOR (1990)

ALTON FOREMAN . . . . .	GROUNDS KEEPER (1981)
WILLIE GALLASPY, JR. . . . .	CUSTODIAN (1965)
IM GLAZE . . . . .	DIRECTOR OF D.S.U. (1988)
CAROLYN HARALSON . . . . .	WOMEN'S DORMITORY SUPERVISOR (1982)
BRENDA K. JOHNSON . . . . .	CHILD CARE ATTENDANT (1988)
WILLIE KIDD . . . . .	CUSTODIAN (1982)
VERSIE KILLPATRICK . . . . .	BOOKSTORE CLERK (1982)
MARY MASSENGALE . . . . .	COLLEGE NURSE (1969)
BILLY McKNIGHT . . . . .	CARPENTRY (1980)
ALBERTA MOORE . . . . .	CUSTODIAN (1986)
MICHAEL MOORE . . . . .	CUSTODIAN, PHILADELPHIA-NESHOPA CENTER (1989)
JOHN NORMAN . . . . .	GROUNDS KEEPER (1988)
BOBBY PATRICK . . . . .	CAMPUS SECURITY GUARD (1977)
MARTHA K. PATRICK . . . . .	CUSTODIAN (1988)
JOYCE REYNOLDS . . . . .	CHILD CARE ATTENDANT (1991)
DOROTHY ROBERTS . . . . .	CUSTODIAN (1990)
WERTIS THAMES . . . . .	CUSTODIAN (1970)
WINNIE THAMES . . . . .	CUSTODIAN (1970)
DONALD VANCE . . . . .	CAMPUS SECURITY GUARD (1988)
MOS WILLIAMS . . . . .	CUSTODIAN (1988)
HENRY WROTEN . . . . .	CUSTODIAN (1976)

## COMMITTEES OF THE FACULTY

### ADMINISTRATIVE COUNCIL:

President, Dean of Instruction, Dean of Students, Business  
Manager, Director of Admissions, Records, and Research,  
Director of Adult and Continuing Education, Director of  
Vocational-Technical Instruction, Athletic Director,  
Director of Public Information and Director of Maintenance

### APPEALS COMMITTEE FOR ABSENTEES:

Dr. Phil Surphin, Mr. Raymond McMullan, Selected Faculty and SBA President

### ACADEMIC PROBATION:

Director of Admissions, Records, and Research, Dean of Instruction and Dean  
of Students



**ADMISSIONS:**

Director of Admissions, Records, and Research, Dean of Instruction and Dean of Students

**BUDGET TASK FORCE:**

Mr. Harvey Trapp, Dr. Phil Surphin, Dr. Gerald White, Mr. Gene Davis, Mr. John Adcock, Mr. Clinton Russell, Mrs. Ann Burkes, Mr. Ovid Vickers, Dr. Richard Ethridge, Dr. Shelby Harris, and Mrs. Sara Griffin

**COMPUTER USERS**

Business Manager, Chairperson, Dean of Instruction, Dean of Students, Director of Admissions, Records, and Research, Director of Vocational Technical Instruction, Computer Analyst, Librarian, Computer Technology Instructor, and Computer Science Instructor

**CURRICULUM:**

Dean of Instruction, Director of Admissions, Records, and Research, Academic Counselor, Vo-Tech Counselor, Four Division Chairpersons, Mr. B. Bullock, Mrs. Ann Bullock, Mrs. Lois McMullan, Mr. Leonard Barrier, Mrs. Laurie Glaze, and two SBA Representatives.

**DISCIPLINE:**

Mr. Jimmy Dempsey, Dr. Gregg Jefcoat, Miss Gloria Johnson, SBA President and Dr. Richard Ethridge, Chairperson

**FINANCIAL AID APPEALS:**

Dean of Students, Academic Counselor, Director of Financial Aid, Vocational Counselor, Director of Admissions, Records, and Research

**INTERCOLLEGIATE ATHLETICS:**

Athletic Director, Women's Basketball Coach, Men's Basketball Coach, Baseball Coach and Tennis and Golf Coach

**INTRAMURALS:**

Mr. Mike Anderson, Coach Joe Clark, Coach A. J. Kilpatrick and Miss Lucille Wood

**LIBRARY:**

Mr. Ovid Vickers, Mrs. Lois McMullan, Mrs. Ann Burkes, Mr. Tommy Thrash, Mr. Chester Clark and student (SBA Representative)

**LITERACY TASK FORCE:**

Mr. Gene Davis, Mr. John Adcock, Mr. Al Bailey, Ms. Gloria Johnson, Mr. Jim Hornsford and Mrs. Carol Vickers

**RECRUITMENT AND RETENTION TASK FORCE:**

Dr. Gerald White, Chairperson, Mr. Jimmy Dempsey, Mr. Larry Blackburn, Mr. Marty Cooper, Mrs. Brenda Carson, Mr. Tom Carson, Dr. Richard Ethridge, Mr. Ricky Harrison, Dr. Gregg Jefcoat, Mr. Bubby Johnston, President of Warrior Corps, Mr. Sammy Pace, Mrs. Elizabeth Pitts, and ex officio members, Dr. Eddie Smith, Mr. Harvey Trapp, and Dr. Phil Surphin

**SCHOLARSHIP:**

Dr. Gerald White, Mr. Harvey Trapp, Mrs. Sara Griffin, Dr. Shelby Harris and Mrs. Brenda Carson

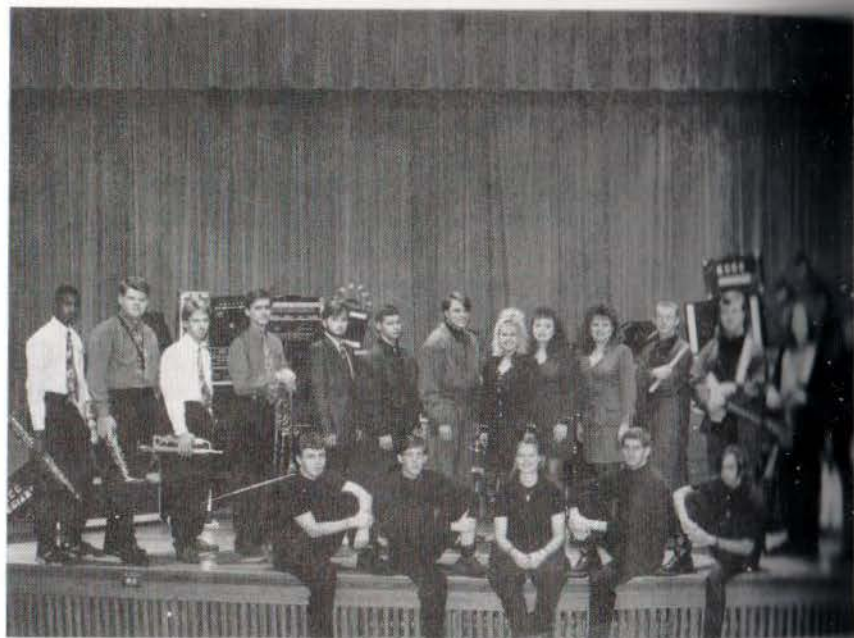
**STAFF DEVELOPMENT:**

Mr. Larry Blackburn, Mrs. Lois McMullan, Mr. James Bayne, and Mrs. Brenda Carson

**TEXTBOOK:**

Dean of Instruction, Business Manager, and Division Chairpersons







# GENERAL CALENDAR

## 1992 Summer Session

### First Semester

June 1, Monday	Registration begins
June 2, Tuesday	Classes begin
June 5, Friday	Last day to register for the first term
June 26, Friday	Last day to drop a course with a W
July 3, Friday	First term ends

### Second Semester

July 6, Monday	Independence Day Holiday
July 7, Tuesday	Registration begins
July 8, Wednesday	Classes begin
July 10, Friday	Last day to register for second term
July 31, Friday	Last day to drop a course with a W
August 7, Friday	Second term ends

## 1992-93 Regular Session

### First Semester

August 3, Monday	Application for admission should be on file by this date
August 12, 13, 14 Wednesday, Thursday, Friday	Faculty meeting and workshop
August 13, Thursday	Begin football practice
August 16, Sunday	Residence halls open at 2:00 p.m.
August 17, 18, Monday, Tuesday	Completion of orientation and registration
August 19, Wednesday	Begin classes, late registration fee charged beginning at 8:00 a.m.
August 28, Friday	Last day to register or change classes
September 7, Monday	Labor Day Holiday
September 25, Friday	Last day to remove I's of previous semester
October 14, Wednesday	Mid-term grades due in records office at 8:00 a.m.
November 25, Wednesday	Thanksgiving Holidays begin at 12:00 p.m.
November 30, Monday	Thanksgiving Holidays end at 8:00 a.m.
December 4, Friday	Last day to drop a course with a W

December 11, Friday	Last day of regular classes
December 14, 15, 16, 17	Final examinations
December 17, Thursday	Christmas Holidays begin for students at 12:30 p.m. Dormitories close at 2:00 p.m. Final grades due in records office at 2:30 p.m.

### Second Semester

January 10, Sunday	Residence halls open at 4:00 p.m.
January 11, 12, Monday, Tuesday	Completion of Orientation and Registration
January 13, Wednesday	Classes begin, late registration fees charged beginning at 8:00 a.m.
January 18, Monday	Martin Luther King Day
January 22, Friday	Last day to register or change classes
January 19, Friday	Last day to remove I's of previous semester
March 10, Wednesday	Mid-term grades due in records office at 8:00 a.m.
March 12, Friday	Spring Holidays begin at 3:15 p.m. Dormitories close at 4:00 p.m.
March 22, Monday	Spring Holidays end at 8:00 a.m.
April 9, Friday	Easter Holiday
April 30, Friday	Last day to drop a class with a W
May 7, Friday	Last day of regular classes
May 10, 11, 12, 13	Final examinations
May 13, Thursday	Final grades due in records office by 2:30 p.m.
May 14, Friday	Spring Commencement at 8:00 p.m.

## 1993 Summer Session

### First Semester

June 7, Monday	Registration
June 8, Tuesday	Classes begin
June 11, Friday	Last day to register for first term
June 2, Friday	Last day to drop a course with a W
July 5, Monday	Independence Day Holiday
July 9, Friday	First term ends

### Second Semester

July 12, Monday	Registration
July 13, Tuesday	Classes begin
July 16, Friday	Last day to register for second term
August 6, Friday	Last day to drop a course with a W
August 13, Friday	Second term ends



## 1993-94 Regular Session

## First Semester

August 6, Friday . . . . .	Applications for admission should be on file by this date
August 12, Thursday . . . . .	Begin football practice
August 18, 19, 20, Wednesday, Thursday, Friday . . . . .	Faculty meeting and workshop
August 22, Sunday . . . . .	Residence halls open at 2:00 p.m.
August 23, 24, Monday, Tuesday . . . . .	Completion of orientation and registration
August 25, Wednesday . . . . .	Begin classes, late registration fee charged beginning at 8:00 a.m.
September 3, Friday . . . . .	Last day to register or change classes
September 6, Monday . . . . .	Labor Day Holiday
October 1, Friday . . . . .	Last day to remove I's of previous semester
October 20, Wednesday . . . . .	Mid-term grades due in records office at 8:00 a.m.
November 24, Wednesday . . . . .	Thanksgiving Holidays begin at 12:30 p.m.
November 29, Monday . . . . .	Thanksgiving Holidays end at 8:00 a.m.
December 3, Friday . . . . .	Last day to drop a course with a W
December 10, Friday . . . . .	Last day of regular classes
December 13, 14, 15, 16 . . . . .	Final examinations
December 16, Thursday . . . . .	Christmas Holidays begin for students at 12:30 p.m. Dormitories close at 2:00 p.m. Final grades due in records office at 2:30 p.m.

## Second Semester

January 9, Sunday . . . . .	Residence halls open at 4:00 p.m.
January 10, 11, Monday, Tuesday . . . . .	Completion of orientation and registration
January 12, Wednesday . . . . .	Classes begin, late registration fee charged beginning at 8:00 a.m.
January 17, Monday . . . . .	Martin Luther King Day
January 21, Friday . . . . .	Last day to register or change classes
February 18, Friday . . . . .	Last day to remove I's of previous semester
March 9, Wednesday . . . . .	Mid-term grades due in records office at 8:00 a.m.
March 11, Friday . . . . .	Spring Holidays begin at 3:15 p.m. Dormitories close at 4:00 p.m.
March 21, Monday . . . . .	Spring Holidays end at 8:00 a.m.
April 1, Friday . . . . .	Easter Holiday
April 29, Friday . . . . .	Last day to drop a class with a W
May 6, Friday . . . . .	Last day of regular classes
May 9, 10, 11, 12 . . . . .	Final examinations
May 12, Thursday . . . . .	Final grades due in records office by 2:30 p.m.
May 13, Friday . . . . .	Spring Commencement at 8:00 p.m.





## CHAPTER 2

# GENERAL INFORMATION

### PURPOSE OF THE COLLEGE

East Central Community College seeks to fulfill the educational needs of its students from the five-county district which it serves. In a continuing effort to meet these needs, the college, through its board of trustees, administration, and faculty, conceives its purpose to be to provide instruction and service. To achieve its instructional goals, the college is committed to offer opportunities for mental, physical, and emotional development. As a service agency, the college provides programs of instruction which incorporate knowledge and skills applicable to life in a complex society.

To successfully fulfill its purpose, East Central Community College provides at minimum cost, a variety of programs which include senior college or university parallel, technical, vocational, adult, and remedial education. The college further subscribes to and provides for self-improvement, continuing education, and community services.

Through curricular and extracurricular activities, the college provides experiences which lead to the development of the total individual. These experiences include guidance, participation, and leadership in campus activities, student clubs, and organizations.

## INSTITUTIONAL GOALS

1. To provide effective instructional programs for the first two years of university-parallel curricula to prepare students for successful transfer to senior institutions.
2. To provide vocational and technical programs designed to prepare students for immediate employment.
3. To provide a developmental program of instruction to raise basic skill levels of students whose academic foundation requires strengthening.
4. To provide enriched educational experiences for academically talented students.
5. To provide guidance, counseling, and other student services to aid students in the attainment of personal, educational, and occupational goals.

6. To provide specialized industrial training programs which will develop a productive work force for new and expanding district businesses and industries.
7. To provide administrative services to support the faculty in its commitment to offer a high quality, innovative educational program for students.
8. To offer community services and continuing education programs to meet the educational and personal needs of both youth and adults and to cooperate with high schools and service agencies in providing community education programs.
9. To serve as a cultural and recreational center for the service area by offering a broad range of programs to enrich the community and to enhance creative expression in music, dance, theater arts, visual arts, sports, and recreation.

## HISTORY OF THE COLLEGE

In 1928 the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of Mississippi public junior colleges. East Central Community College opened its doors to a freshman class of twenty students for the first regular session in September of 1928. The college occupied buildings that were a part of the Newton County Agricultural High School, which had been organized in 1914. The Agricultural High School was located on property belonging to the Decatur Municipal School District, which had been created in 1912. The upper high school grades which comprised the Newton County Agricultural High School were a part of the college until 1958 when they joined the Decatur Attendance Center.

In March of 1939, East Central Junior College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. It has been reaffirmed each decade since. The college holds membership in the Mississippi Association of Colleges, the Mississippi Association of Community and Junior Colleges and the American Association of Community and Junior Colleges.

Originally the institution was supported by three counties — Newton, Neshoba and Scott. Later they were joined by Leake and Winston.

From the two members of the original faculty of East Central Community College — Mrs. W.W. Newsome and Mr. Robert Marshall — the number of administrators, faculty, and professional staff employed by the college has increased to 88 for the current year. Since its founding, six presidents have served the institution.



## SCHOOL PLANT AND EQUIPMENT

Through the cooperative efforts of the district and the state legislatures the school has experienced growth in buildings and facilities during the past several years. The school plant consists of approximately 150 acres with buildings and facilities now valued at over nine million dollars. There are nineteen main brick buildings. All residence halls, classrooms and offices are air conditioned.

In addition to facilities sufficient to sustain the general education program, laboratories are provided for art, engineering drawing, audio visual education, applied music, dramatics, reading, athletic and recreation activities, and scientific and vocational education.

### ADMINISTRATION BUILDING

Occupied at the beginning of the 1978-79 school year, the administration building houses the offices of the president, dean of instruction, business manager, adult and continuing education director, public information director, computer analyst, and the Board of Trustees' room. Proper work facilities for the business office and adequate storage for all offices are provided in the building. The 7,995 square foot facility was built in 1968 as the library for the college but was renovated for administrative use when the Burton Library was occupied. It is modern, spacious, and comfortable and is located on the front of the campus adjacent to the student services building.

### HUFF AUDITORIUM AND STUDENT SERVICES BUILDING

This structure has a seating capacity of one thousand and is conveniently located at the front of the campus. The auditorium has excellent acoustics and equipment and is used by the college and community for a variety of activities. Located on the ground floor are several of the student services offices. A major refurbishing of Huff Auditorium is being funded by donations to the East Central Community College Development Foundation, Inc. with several of the phases already completed.

### BURTON LIBRARY

Occupied during the 1976-77 school year, this building is located near the center of the campus and contains a large reading area, a conference room, a spacious lobby, librarians' offices, a workroom, a faculty reading room, nine study rooms, and a room for special collections. Total seating capacity, mostly at individual and grouped carrels, is 250; and shelving is

provided for 50,000 volumes. Provision is also made for housing non-book materials. Closed circuit, public, or commercial television viewing is available in any area of the building. Other media include slides, filmstrips, audio tapes, film loops, and micro texts.

### SULLIVAN CENTER

The first floor of the student center houses the grill, bookstore, and post office while the nurse and the adult learning lab are located on the second floor.

### MADRY DINING HALL

Remodeled in 1979, it is a modern building containing four dining rooms. The main dining room has a seating capacity of 300. Other dining rooms are the Gold Room, which seats 120; the Gordon Room, which seats 60, and the Magnolia Room, which seats 20.

### THE STUDENT ACTIVITY CENTER

The office of the Director of Student Activities is located in this building along with many student special activity facilities.

### CROSS HALL

The modern science building contains the classrooms and laboratories for the biological, chemical, and physical sciences. In 1990, the chemistry laboratory was completely renovated with modern Laboratory tables, equipment, and controlled, vented chemical storage areas added.

### NEWSOME HALL

Completed in 1957, the sophomore women's dormitory is equipped with modern furniture and appliances and accommodates fifty to sixty women and the dormitory supervisor. Total renovation was completed in 1989 to bring this dormitory to present day standards for fire safety and energy conservation measures.

### JACKSON HALL

The freshman women's dormitory was remodeled in 1963 and again in 1978. Another renovation was completed in 1989 to bring this dormitory to present day standards for fire safety and energy conservation measures. It houses 125 women and contains the office and apartment of the dormitory supervisor.

### NESHOBA COUNTY HALL

This two-story dormitory for men was constructed in 1971. It consists of thirty-one rooms which house sixty-two students.



## SCOTT COUNTY HALL

This two-story dormitory for men was constructed in 1972. It consists of an apartment for the director of housing and thirty-one rooms which house sixty-two students.

## TODD HALL

This dormitory for men was completed in 1957. It is arranged in suites rather than conventional halls found in most men's dormitories. Several two men are housed in this dormitory. A total renovation was completed in 1989 to bring this dormitory to present day standards for fire safety and energy conservation.

## WINSTON HALL

This residence hall was completely renovated in 1989 and 1990 with structural changes to bring it up to modern standards for housing students. This renovation provided an energy efficient, attractive facility for men. It consists of forty-one rooms which house eighty-two students.

## THE VOCATIONAL-TECHNICAL ANNEX BUILDING

Completed in 1969, this building is located on the north side of the campus and contains classrooms, offices, and laboratories for several vocational-technical programs.

## BRADFORD J. TUCKER APPLIED TECHNOLOGY CENTER

Containing over 58,000 square feet of floor space, this facility opened in 1969 and houses automated manufacturing technology, business technology, computer technology, electronic technology, drafting technology, metal fabrication technology, precision machining technology, and programs in air-conditioning and refrigeration, electricity, automotive mechanics, and body and fender repair.

## THE FINE ARTS BUILDING

Occupied in 1969, this facility contains a 212 seat auditorium, a choir room, a band room, a music library, a listening room, classrooms for the teaching of music and art, and art studios.

## BRACKEEN-WOOD PHYSICAL EDUCATION BUILDING

This building was constructed in 1970 and is located near the football stadium and includes offices for football and facilities for varsity basketball.

## NEWTON HALL

This two-story classroom building was constructed in 1975 and houses the English, Mathematics, Social Science, History, Journalism, Education, and Psychology departments. Also, sixteen faculty offices are located in this building along with several support facilities.

# OTHER BUILDINGS

## THE PRESIDENT'S HOME

Located on the main street of the town of Decatur at the southeast corner of the campus, this spacious home was constructed in 1961.

## LEAKE HALL

This two-story building containing sixteen apartments was originally constructed for married students. Today it is occupied by both faculty and married students.

## FACULTY HOUSES

There are eleven of these houses located at various sites on the college property.

# ATHLETIC FIELDS

## THE FOOTBALL STADIUM

Warrior Field was relocated in 1967 and is now equipped with the most up-to-date high intensity lighting, speaker system, and an enlarged seating capacity.

## INTRAMURAL FIELD

This playing field is located north of the baseball field and contains an area for intramural sports.

## CHRIS GAY IV MEMORIAL BASEBALL FIELD

Situated near the football stadium this well located facility was completed with a gift from the family of former student Chris Gay IV. It has up-to-date lighting, a press box, and aluminum seating.

## TENNIS COURTS

Located north of Newsome Hall, this facility contains four lighted tennis courts.



## STUDENT ORGANIZATIONS

Student organizations include:

Freshman Class, President's Council, Sophomore Class, and Student Body Association

Honor Society:

Phi Theta Kappa, Scholars Bowl

Curricular organizations include:

Alpha Alpha Epsilon, Mu Alpha Theta, Phi Beta Lambda, Sigma Sigma Mu Tau, Student Education Association, Students in Free Enterprise, and VICA

Special interest organizations include:

Ac'cents, Athletics, Band, Cheerleaders, Collegians, Diamond Girls, ECC Choir, Fashion Squad, Gospel Choir, L.I.F.E., Native American Association, New Directions, Residence Hall Councils, S.A.D.D., and Warrior Corps

Religious organizations include:

Baptist Student Union, Newman Club, and Wesley Foundation

Publications include:

Tom-Tom and Wo-He-Lo





## CHAPTER 3

# FINANCIAL INFORMATION

### Expenses for the 1991-92 Regular Session

FIRST SEMESTER	Dormitory Student	Day Student
Matriculation Fee	\$ 350.00	\$ 350.00
Registration Fee (Non-refundable)	\$ 50.00	\$ 50.00
Room Fee	\$ 350.00	
Board (5 day meal ticker)	\$ 525.00	
Total First Semester	\$1275.00	\$ 400.00
SECOND SEMESTER		
Matriculation Fee	\$ 350.00	\$ 350.00
Registration Fee (Non-refundable)	\$ 50.00	\$ 50.00
Room Fee	\$ 350.00	
Board (5 day meal ticker)	\$ 525.00	
Total Second Semester	\$1275.00	\$ 400.00
Total for Year	\$2550.00	\$ 800.00

Each dormitory student is required to purchase a meal ticker. Students who prefer the Deferred Payment Plan may pay their board in the following way:

#### FIRST SEMESTER

1. \$175.00 - upon entrance
2. \$175.00 - September 21, 1992
3. \$175.00 - November 2, 1992

#### SECOND SEMESTER

1. \$175.00 - upon entrance
2. \$175.00 - February 8, 1993
3. \$175.00 - March 22, 1993

The 1993-94 academic fee dates will be released in an addendum. Cosmetology students see "11" under General Information

## GENERAL INFORMATION

1. There is no special charge for laboratory, music, or business courses for full-time students.
2. Fees are an additional \$600.00 per semester for out-of-state students.
3. If the deferred payment plan is used and these payments are not met, there will be an additional charge of \$5.00 added to the account.
4. All fees are payable in advance on the date due as indicated in the "Board Calendar."
5. All students who fail to clear their accounts with the college seven (7) school days prior to the starting date for examinations each semester will be dropped from school. A written notice will be mailed to the student when this action is taken.
6. For registration on dates other than those listed on the college calendar, there will be an additional charge of \$15.00 added to the account.
7. All students who expect to register for fall semester as scheduled should complete admission requirements by August 1. Students who have not registered as scheduled in the bulletin will be assessed a late registration fee.
8. Part-time students will pay fees at the rate of \$40.00 per semester hour at the time they register.
9. Adults who are 65 years of age or older may attend East Central Community College with matriculation fees waived.
10. East Central Community College reserves the right to change any charges published if it should become necessary.
11. Cost for the 12 months Cosmetology Program is \$1400.00 which includes books and cosmetology kit. A first time student has a first time charge of \$175.00 for special supplies. Students applying for cosmetology must make an advanced partial tuition payment of \$50.00 in order to get on the admission list. (Non-refundable). Charges may be made the following way:
 

Fall Semester . . . . .	\$400.00
Spring Semester . . . . .	\$400.00
Summer Semester . . . . .	\$425.00

 Room and Board are same as listed on opposite page.
12. Transportation fee (per semester/bus students only). \$100.00

## FIRST COURSE FREE

East Central Community College has a policy to encourage adults who have not attended college previously to try college free. Any adult in the five-county district who has not previously enrolled in college and who otherwise meets entrance requirements may take the first college credit course free at any location in the district.



For purposes of this policy, an adult is anyone over 21 years of age who has graduated from high school or who has passed the GED Test and has been out of high school for more than one year. The \$40.00 per semester hour will be waived for the first course only.

Those interested should contact the Admissions, Records and Research Office at East Central Community College or attend registration as announced at the location where they plan to enroll.

### REFUND POLICY

Refunds for full-time students are made only when a student has officially withdrawn or officially dropped to part-time status, and are based on the following schedule:

During Registration	100% of amount paid
First Calendar Week	75% of amount paid
Second Calendar Week	50% of amount paid
Third Calendar Week	25% of amount paid
After Third Calendar Week	No Refund

Part-time students will not be granted tuition refunds after the first class meeting.

Students who drop from full-time status to part-time status will be reassessed fees at the part-time rate through the eighth week of each semester and will be required to withdraw from the residence hall.

Meal ticket refunds are pro-rated on the number of full weeks remaining for which a board payment has been made. There will be no refund of dormitory room rent.

The refund policy of East Central Community College for Veterans, Veterans' widows or War Orphans enrolled under Chapter 34 or 35 is on a pro-rata basis for the number of weeks remaining in the semester. The proper withdrawal procedure must be followed and the refund must be requested.

### SUMMER SCHOOL EXPENSES

Expenses for the summer are different from those during the regular session. They are announced in a special bulletin, a copy of which may be obtained on request from the Director of Admissions, Records, and Research of the college.

### THE COLLEGE BOOKSTORE

The bookstore on the campus is operated as a convenience to students and instructors in securing books when needed.

Secondhand books, in good condition, are purchased from students at a fair price provided such books will be used again as textbooks. This exchange of textbooks reduces the total cost of books for each student.

## HOUSING AND BOARDING POLICIES

East Central Community College operates a cafeteria, six residence halls, and an apartment building. The cafeteria and all residence halls are modern, air-conditioned facilities.

The apartments are small and only large enough to accommodate one family. Two families will not be allowed to live in the same apartment. In cases where a close single relative is enrolled at EC the student may be allowed to reside in the apartment with the family, but there will be an additional charge for utilities. The rent is \$100.00 per month. Students interested in these accommodations should contact the Business Manager.

Residence halls are provided on campus, and students are encouraged to live in the residence halls. All dormitory rooms are assigned based on the date the deposit of \$50.00, which includes a key deposit of \$5.00, is received. However, room assignments are made only to students who have an application for admission on file in the Admissions Office. Students may send the room deposit with the application for admission. Room deposits should be sent to the Business Office when not accompanying an application.

Room deposits are refundable if a student chooses not to attend East Central, but the school must receive the request for the refund prior to August 15. After August 15, the room deposit is refunded when the student officially withdraws from the residence hall.

If a student has a preference for a particular room or roommate this should accompany the payment of the room deposit. East Central's dormitories are furnished, and the student will only need to provide bed linens.

Mabry Cafeteria offers wholesome but inexpensive meals for students. All residence hall students are required to purchase meal tickets and they must present these tickets along with their ID cards each time they eat in the cafeteria. Students may not lend their meal tickets to other people. Also, the cafeteria is closed when the school is not in session on official holidays.

## STUDENT HOUSING

### Residence Requirements for East Central Students

1. Full-time single students who are receiving activity scholarships (athletic, cheerleader, band, Collegians, Centrolettes, flag corps, or rifle corps) will be required to live on campus in the college's residence halls. Exceptions are made for those students who live with parents or legal guardians and commute and for those who have a substantiated medical reason for not living on campus.



2. Single students less than 21 years of age who do not receive an active scholarship and do not commute from their parents' or legal guardian's home must have on file in the Dean of Students' office a release statement signed by the parents/guardians granting permission to live off campus. This release statement may be obtained from the Dean of Students' office.

NOTE: The justification or reason for this policy is for the protection and security of students, parents, and school officials involved in emergency situations that might occur with the aforementioned parties.

## STUDENT ACCOUNTS

Payment of student's expenses may be made by cash, check or money order. Checks should be made out to EAST CENTRAL COMMUNITY COLLEGE. The college will keep money or other valuables in its vault on request.

## STUDENT FINANCIAL AID

The following information is a summary of financial aid programs and policies at East Central Community College. For further information and application forms, contact:

Financial Aid Office  
East Central Community College  
P. O. Box 129  
Decatur, Mississippi 39327  
Telephone: (601) 635-2111, Ext. 218

## SECTION I: FINANCIAL AID PROGRAMS

**PELL GRANT** — This Federal Program is designed to provide financial assistance to students on the basis of need. Any eligible student may receive a Pell Grant. A Pell Grant is not a loan; therefore, it does not have to be paid back.

**STATE STUDENT INCENTIVE GRANT (SSIG)** — The State of Mississippi through a matching grant program with the Federal Government provides grants to eligible Mississippi residents. Very limited funds are available to students with substantial financial need.

**SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)** — This Federal Program is designed to assist students who would be unable to obtain an education without the grant and is available to a limited number of students of exceptional financial need. Because it is a grant, it does not have to be paid back.

**WORK-STUDY** — East Central Community College participates in two types of work-study — Federal Work-Study and Institutional Work-Study. Students

are awarded jobs based on need and academic ability. This program gives students a chance to earn money to help pay their educational expenses.

**STAFFORD LOAN** — A Stafford Loan is a low-interest loan made to the student by a lender such as a bank, credit union, or savings and loan association to help with educational expenses. The Federal Government will pay the interest while the student is in school. (Formerly Guaranteed Student Loan - GSL)

**PLUS/SLS LOAN** — PLUS/SLS loans provide additional funds to students for educational expenses. Like the Stafford Loans, these loans are made by a lender.

**INSTITUTIONAL SCHOLARSHIPS** - East Central Community College offers various scholarships to eligible students.

**ACT Scholarships** - The ACT Scholarships listed below will be available to any Mississippi resident who enrolls fulltime at East Central Community College the fall semester following high school graduation. The ACT Scholarship will be available to the student for four (4) consecutive semesters. See Section II. Financial Aid Policies for further requirements.

ACT	(20-23) - A scholarship in the amount of \$100 will be awarded each semester to the eligible student.
ACT	(24-26) - A scholarship in the amount of \$300 will be awarded each semester to the eligible student.
ACT	(27-30) - A scholarship in the amount of \$500 will be awarded each semester to the eligible student.
ACT	(31-36) - A full scholarship (matriculation fee, room and board) will be awarded each semester to the eligible student.

**Art Scholarship** - The Art Department awards tuition scholarships to two students provided they meet the criteria established by the department. To be eligible, a student must:

1. declare art as their major,
2. submit a minimum of ten quality works of art in various media such as: pencil, pen and ink, pastel, oil, acrylic or water color, and
3. enroll as a full-time student at East Central.

To remain eligible, a recipient must:

1. maintain a 2.0 grade point average with a 3.0 in art, and
2. design various images for the college.

**Athletic Scholarships** - Baseball, basketball, and football scholarships are awarded by the respective coaches. The athlete must meet the eligibility



requirements of East Central Community College and the National Junior College Athletic Association. The scholarships are awarded each semester in multiples of 1/10 up to a full.

**Band Scholarships** - The Band Scholarships are awarded by the band director to full-time students. The scholarships are awarded by audition to marching band, concert band, jazz band, orchestra, and Collegiate Scholarship amounts vary depending upon participation in the various groups.

**Cheerleader Scholarships** - Cheerleader Scholarships are awarded to eleven students (ten cheerleaders and one mascot) who are selected by a committee. The scholarships are awarded in the following amount each semester: matriculation fee.

**Mathematics Contest Scholarship** - The Mathematics Department sponsors a Mathematics Contest and Seminar in the spring each year for high school juniors and seniors in the East Central District. The winner of the mathematics contest receives a three hundred dollar (\$300) tuition scholarship when entering East Central in the fall semester.

**Music Scholarships** - The Music Department offers the following vocal and piano scholarships.

Matriculation scholarships are awarded to two students in voice and two students in piano each year provided that they meet the criteria established by the department.

Recipients must:

1. declare music as their major
2. audition before the music faculty
3. enroll as full-time students
4. maintain a 2.0 grade point average overall with a 3.0 in music
5. perform as members of the Concert Choir

The Choral Department also awards scholarships to students who audition and are selected for the East Central Accents, a small vocal ensemble. Students are selected for this group by the choral director. The amount of the scholarship is \$125 per semester.

**Salutatorian Scholarships** - A scholarship in the amount of \$200 will be awarded to the salutatorian of each high school in the five-county district who enrolls full time at East Central Community College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for two (2) consecutive semesters. See Section II; Financial Aid Policies for further requirements.

**Valedictorian Scholarships** - A scholarship in the amount of \$300 will be awarded to the valedictorian of each high school in the five-county district

who enrolls full time at East Central Community College in the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for two (2) consecutive semesters. See Section II; Financial Aid Policies for further requirements.

**Vocational-Technical Scholarships** - These scholarships are available in the skill areas which are part of programs offered at East Central. The vocational/technical counselor will make the awards to the winners.

To receive an FBLA, VICA, or Outstanding Student Scholarship, the student must enroll full-time at East Central Community College the fall semester following high school graduation.

To receive an FBLA, VICA, or Outstanding Student Scholarship, the student must enroll in the program area for which the scholarship was awarded.

To retain the FBLA, VICA or Outstanding Student Scholarship, a student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average is removed from the scholarship. The scholarship will be reinstated if the student earns a B (3.0) average the following semester.

1. A scholarship of \$100.00 per semester for four semesters will be awarded to the outstanding senior student from each Cluster Area of the three vocational Centers in the East Central Community College District. The recipient will be selected by the Director and teachers at each center in consultation with East Central's Vo-Tech Counselors and Instructors.
2. A scholarship of \$100.00 per semester for four semesters will be awarded to the first place winners in the skill contests from the District VICA competition.
3. A scholarship of \$100.00 per semester for four semesters will be awarded to the first place winners in the skill contests from the District FBLA competition.
4. A scholarship of \$300.00 per semester for four semesters will be awarded to the first place winners in the skill contests from the state high school VICA competition.
5. A scholarship of \$300.00 per semester for four semester will be awarded to the first place winners in the skill contests from the state high school FBLA competition.
6. A full scholarship (matriculation fee, room and board) for four semesters will be awarded to the first place winners in the skill contests from the national high school VICA competition.



7. A full scholarship (matriculation fee, room and board) for four semesters will be awarded to the first place winners in the skill contests from the national high school FBLA competition.

**ENDOWED AND OTHER SCHOLARSHIPS** - Endowed and other Scholarships are funded by individual or group donations and are made available to eligible students.

**R. W. Bounds Scholarship** - The R. W. Bounds Scholarship was established in 1986 by Mr. Sam Bounds, son of the person for whom the scholarship was named and member of the East Central Community College Board of Trustees. The elder Mr. Bounds was the founder of B and W Feed Service in Lawrence, Mississippi.

This scholarship is awarded to a graduate of Newton High School in the amount of \$100 a year for attendance at East Central Community College. The recipient will be named by the principal and vocational agriculture instructor at Newton High School. The recipient must have excelled as a student in vocational agriculture and must have displayed outstanding interest and involvement in the field of agriculture. An additional factor in the selection process shall be the need of the recipient for financial assistance to attend East Central Community College.

The scholarship will be awarded to the recipient at the annual Newton High School Awards Day Program.

**Carl and Doug Cooper Memorial Scholarship** - This scholarship was established in 1990 by Mrs. Carl (Lois Blount) Cooper and her children Mike and Tam. Carl Cooper was a devoted alumnus of East Central Community College and Mississippi State University. Doug Cooper was the son of Mr. and Mrs. Carl Cooper. The scholarship in the amount of \$400 will be awarded annually to a graduating sophomore at East Central who plans to complete his/her education at Mississippi State University. The recipient will be chosen by a committee based on the following criteria: good moral character, exemplary citizenship, high academic record (cumulative 3.5 GPA), and participation in college activities. The recipient must enroll at Mississippi State University in order to receive this scholarship. The award will be announced at the annual Awards Day program each year.

**W. R. Covington Scholarship** - This scholarship was established in 1985 by Dr. Eddie M. Smith, President of East Central Community College, in recognition of the support and assistance Mr. W. R. Covington of Noxacater, MS. has provided for many students to aid them in attending college and personally for his encouragement and financial support of Dr. Smith when he was a student at East Central Junior College. This scholarship is awarded to a graduate of Noxacater High School in the amount of \$150 for one year for attendance at East Central. One-half of the scholarship will be awarded each semester.

**The Nellie Neill Cross Memorial Scholarship** - This scholarship was established in memory of the late Nellie Neill Cross by her former students and friends. Mrs. Cross served East Central as a member of the faculty, as manager of the Sullivan Student Center and as a loyal supporter of the College for more than fifty years. The scholarship will be annually awarded to an entering freshman who plans to major in music with an emphasis in voice.

**Fred Preston Dallas and Maudie Threast Dallas Memorial Scholarship** - This scholarship was established in 1991 to assist deserving graduates of Heshoba Central High School who reside in the southeast quarter of Heshoba County (indicated on an available map) to attend East Central Community College. It was established and funded by the children of Mr. and Mrs. Dallas in their memory and in honor of their interest in education. Seven of Mr. and Mrs. Dallas' eight children attended East Central Junior College.

In the event that an eligible student is not selected from the designated area during a period of five years, then any eligible student living in Heshoba or Newton Counties may be considered. In the event an eligible student is not selected during the following five-year period from these two counties, then any eligible student may be considered from the entire community college district.

**Requirements:**

1. Available for four consecutive semesters to qualified entering freshmen whose family contributions are from fifty (50) percent to one hundred fifty (150) percent of each student's financial aid budget.
2. The person selected must have high moral standards, good character, and must not be a substance abuser.
3. The recipient must have demonstrated the capacity and a strong desire to obtain a college education.
4. The award will be for students pursuing an academic (university transfer) education only.
5. The scholarship is to be awarded on Awards Day at the appropriate high school.
6. The recipient must show potential for leadership and academic excellence.
7. It is intended that each recipient receive the award for each of four semesters if they make a 3.5 GPA each semester, continue to have a financial need, and have a clear disciplinary record.
8. Funds from this scholarship are to be applied to the educational expenses of the recipients.
9. The recipients are selected by the College Scholarship Committee. The freshman recipients will be selected from students recommended by at least four of their senior year high school



classroom teachers who agree that the students meet the above requirements.

**Opal McMullan Dickerson Memorial Scholarship** - This scholarship was established by the Marion McMullan family in memory of their daughter, Opal. It is awarded to a sophomore, who is majoring in elementary education. Selection is made by the student education association advisor and is based on academic success and potential, and the contribution to the student education organization.

**Obe S. Farish Memorial Scholarship** - This scholarship was established in 1986 by the family of Obe S. Farish to honor his memory and to assist a worthy student from Noxapater High School who will attend East Central Community College. Mr. Farish was a patron of Noxapater High School for nearly thirty years, having at least one child in school there continuously from 1939 until 1966. Of the five children, three attended East Central Junior College. The scholarship, the amount of \$300, will be awarded annually at the Noxapater High School Awards Day Program with the money being deposited in the Business Office at East Central Community College, \$150 per semester.

**Robert G. Fick Memorial Scholarship** - This scholarship was established by the family of Robert G. Fick who was a devoted music instructor at East Central Community College from 1951-1978. After his retirement, he continued to work in civic and community activities until his death on July 26, 1990. In addition to receiving a cash award of \$100, each year's recipient will have his/her name inscribed on a loving cup which was purchased by the family. This loving cup will remain on permanent display in the college's trophy case.

The criteria for the scholarship include sophomore standing with no less than 46 cumulative hours earned and a GPA of no less than 2.00. In addition, the recipient must have shown a dedication to the betterment of the music department through untiring work. Financial need and field of study are **not** criteria for selection.

The Dean of Students working with the scholarship committee will be responsible for selecting the recipients of the scholarship and the East Central Band Director will make the annual presentations.

**F. E. Leatherwood Memorial Scholarship** - This scholarship was funded by the family and friends of F. E. Leatherwood, longtime member of the biology department faculty at East Central Community College. The scholarship is awarded each year to a freshman at Awards Day who is returning for the fall semester. The recipient is selected by the science faculty.

**Kinith and Ella Mae Thornton and Emerson Electric Scholarship** - The Kinith

and Ella Mae Thornton and Emerson Electric Company Scholarship was established by Mr. and Mrs. Thornton and Emerson Electric Company in 1991 as a tribute to the college for its many positive contributions to the Thorntons' lives. The contributions by the Thorntons and Emerson Electric Company totaled \$10,000.00 which was used to establish the endowment for the scholarship.

Interest and dividends and, if required, the sale of shares of stock from the investment will be used to fund scholarships in the amount of \$1,000.00 each to be awarded to cover four semesters of study. Thus, scholarship awards will be made on alternate years unless the full amount of an awarded scholarship is not utilized. The investment endowment shall never fall below \$10,000.

To be eligible for this scholarship, the recipients must:

1. Reside in one of the five counties served by East Central Community College. Preference shall be given to applicants from Newton and Neshoba Counties.
2. Have family contributions or financial aid needs analysis forms that are from fifty (50) percent to one hundred (100) percent of the students' financial aid budgets.
3. Have the demonstrated ability to profit from higher education by having achieved acceptable grades in high school and by having participated in community projects or work experience.
4. Have high moral and ethical values.
5. Project the reasonable probability that they would not attend college if they did not receive assistance from this scholarship fund.

If on any year no one applies who substantially meets all of the above qualifications, no award will be made and the fund will accumulate.

The Dean of Students of the College shall be responsible for notifying qualified high school students as to the availability of this scholarship. The College's Scholarship Committee shall screen all applications and make the final selections.

**Society of Manufacturing Engineers Scholarship** - In 1991, the Society of Manufacturing Engineers, Chapter 334, established a scholarship for ECCC students. The Society will annually contribute \$1,000 to the college to be distributed in five equal scholarships of \$200 each to students in manufacturing technology related programs. These programs are Automated Manufacturing Technology, Drafting and Design Technology, Electronic Technology, Metal Fabrication Technology, and Precision Machining Technology.

The recipient in each program must be enrolled in the second semester of the program and must commit to returning to complete the program the following year. In addition, the student must have earned a GPA of 2.0 or better and must have demonstrated financial need. Financial need is defined as a family contribution on a financial aid needs analysis form of



150% or less of the college's financial aid budget for the recipient. Selection of the recipient for each program will be made by the instructor of the specific program for which the scholarship will be given in association with the vocational-technical counselors.

Proceeds from the scholarships will be credited to the recipient's account in the Business Office and may be used to pay for tuition and textbooks. If a recipient's current semester charges have been paid in full, the account balance will be carried forward to the next semester.

**General William Patrick Wilson Memorial Scholarship** - This scholarship was established by the Class of 1937, family, friends, and associates of General Par Wilson. It honors his memory as a coach, dormitory supervisor, teacher, and National Guard officer at East Central Junior College from 1933 to 1940, and his long and colorful military career. From his Pre-World War I days, when he was affectionately known as "Captain Par", to his much decorated combat service in the European Theater of Operations, and his outstanding record as Adjutant General of Mississippi, Par Wilson was a remarkable leader of men.

It is the expectation of those who fund it that this scholarship will aid college students to develop such leadership qualities as he displayed. It will be administered by the Scholarship Committee of East Central Community College within the restrictions set by the founding Committee which are:

- (1) All funds contributed will be placed in endowment with only the interest expended each year for scholarships.
- (2) Recipients are to be selected annually by the College Scholarship Committee from students who have attained sophomore standing, a 3.0 grade point average, and who have a demonstrated need for financial assistance.
- (3) To retain the scholarship for a second semester a student will be required to maintain a minimum of a 2.5 grade point average on the 4.0 system.
- (4) The award each year will be made on Awards Day so that due recognition may be given the recipient.

## SECTION II: FINANCIAL AID POLICIES

**FEDERAL PROGRAMS** — In order to be eligible to receive financial aid at East Central Community College, students are expected to maintain satisfactory progress toward their certificate or degree objective in the academic, technical, or vocational programs. Satisfactory progress for all Title IV aid (Pell Grant, State Student Incentive Grant, Supplemental Educational Opportunity Grant, Federal Work-Study, Stafford Loan, or PLUS/SLS Loans) for the various programs for full-time students is defined below. The required number of hours to be completed will be reduced proportionately for part-time students. At the end of the time frame allowed

for the completion of a program, students will not be eligible to receive financial aid regardless of their grade point average or cumulative hours earned.

1. The time frame for the number of hours to be completed and the grade point average required is as follows:

At the end of this semester

	1	2	3	4	5	6
A student must have accumulated at least this many hours	9	18	28	40	52	64
With at least a cumulative grade point average of	1.0	1.5	1.75	2.0	2.0	2.0

2. A student who does not meet these standards will be placed on financial aid probation for a semester. During the probationary semester, a student will continue to be eligible for financial aid. Upon completion of the probationary semester a student who does not meet the satisfactory progress standards will be ineligible to receive financial aid and will remain ineligible until the standards are achieved.

3. A student's entire record at East Central Community College will be evaluated to determine eligibility for financial aid regardless of whether or not the student has received aid for all semesters.

4. Upon enrolling at East Central, a transfer student will be considered to be maintaining satisfactory progress and will therefore be allowed to receive financial aid for one semester without the transfer credits being considered. At the end of that semester the transfer student's entire record, including not only the credits earned at East Central but also the accepted transfer credits from the previous institution, will be evaluated to determine if the student is maintaining satisfactory progress in the program being pursued by the student.

5. Developmental courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.

6. The procedure for determining satisfactory progress as related to incomplete grades, withdrawing from a course, or repeating a course will be the same as those procedures followed by the Admissions and Records Office. Students may obtain additional information about these procedures from the Office of Admissions, Records, and Research or the Financial Aid Office.

7. Students who wish to appeal the decisions and financial aid awards made by the Financial Aid Office should submit a written request for an appeal to the Director of the Financial Aid Office. The written request should include any information relative to the case. The appeal will be



reviewed by the Financial Aid Appeal Committee. The student will be notified in writing of the committee's decision.

**INSTITUTIONAL PROGRAMS** - The following information is related to Scholarships and Institutional Work-Study.

1. A student receiving institutional financial aid in the form of an Athletic Scholarship, Band Scholarship, Cheerleader Scholarship, or Institutional Work-Study must pass nine (9) semester hours and earn eighteen (18) quality points during a semester. If a student does not meet this standard at the end of a semester, the student will be placed on probation for a semester. During the probationary semester, the student will be eligible to receive the institutional financial aid. Upon completion of the probationary semester, a student who does not meet the standard will be ineligible to receive the institutional financial aid. This policy coincides with the academic probation and suspension policy of the college; therefore, when suspended students become eligible to return to college, they shall also be eligible to receive institutional financial assistance.
2. To retain an ACT, Salutatorian, or Valedictorian scholarship, a student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average and is removed from scholarship, can get back on scholarship by having a B (3.0) average the following semester provided the scholarship is for four (4) semesters. See Section I: Financial Aid Programs for further eligibility requirements.
3. Total financial aid in scholarships from East Central Community College for dormitory and commuter students may not exceed the published cost of matriculation fee, room and board. Each student must pay the registration fee each semester (scholarship can not cover this fee).
4. Total financial aid awards for a student which includes Title IV aid and institutionally funded aid may not exceed the campus-based budget or the student's need as determined by ACT's Comprehensive Financial Aid Report.

**AWARD NOTIFICATION** - Students who complete the financial aid application requirements and who provide all required forms by June 1 will be notified regarding their financial aid awards, normally, by the end of July.

Students who apply after the June 1st priority deadline will be notified generally 4 to 8 weeks after all required forms have been turned in to the Financial Aid Office.

Until the beginning of each semester, award letters will be mailed to the address listed on the student's financial aid application.

After the beginning of each semester, the only students who will receive award letters by mail are those enrolled in evening classes. All other students will be notified through the daily "Student Bulletin" to come to the Financial Aid Office to complete the necessary paperwork.





## CHAPTER 4

## ACADEMIC POLICIES

REQUIREMENTS FOR  
ADMISSION

East Central Community College ascribes to the "Open Door" policy and generally admits all students from its district who can profit from the instructional program. Specific policies follow.

## ACADEMIC AND TECHNICAL STUDENTS

To be admitted to the full-time academic or technical programs applicants must either

- (1) Present a high school transcript with 17 or more acceptable units or
- (2) Present a high school equivalency certificate from the State Department of Education or satisfactory scores on the General Education Development Test.

Before admission can be granted the following must be in the office of admissions:

1. A college application on the official form supplied by the college
2. A student health information record on the official form supplied by the college
3. A transcript of high school and previous college record
4. Scores on the American College Test (applicants 23 years of age and over are exempt from the ACT requirement)
5. A \$50.00 room deposit if the applicant is to reside in a dormitory

Admission as an East Central Community College student does not guarantee admission to a specific program of studies.

## TRANSFER STUDENTS

Students desiring to attend East Central Community College after having attended another college must meet the same requirements as entering freshmen. Students with records indicating unsatisfactory standing may be accepted on probation if individual cases indicate a reasonable chance of success in the program selected.



### VOCATIONAL STUDENTS

To be admitted to a full-time vocational program an applicant must:

1. Be of legal working age (18) before program completion
2. Have on file in the admissions office, an official application, a student health information record, and a transcript of the last school attended
3. Have an interview with the vocational counselor or instructor of the program selected
4. Make a \$50.00 room deposit if planning to stay in dormitory
5. Make an additional deposit if the program requires it (cosmetology requires \$50.00 partial tuition payment)

### Part-time Students

Students who may not meet the above admissions requirements may be provisionally admitted as part-time students. Any deficiencies must be removed before the student either enrolls full-time or accumulates 30 semester hours credit.

### CONTINUING EDUCATION UNITS

Non-credit activities organized to provide unified and systematic instruction will be measured in continuing education units (CEUs). One CEU is defined as "ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction and qualified instruction."

Note: No transcript, certificate, test scores, photo, or anything in addition to a completed application is required. A personal check covering the cost of the course with course identification on it will hold a place in any class until the first class meeting at which time the application can be completed.

### ENGLISH AND MATHEMATICS PLACEMENT

Placement in mathematics and English courses will be based upon (1) ACT scores in the subject areas (2) high school grades (3) assessments made at orientation.

Competency in the areas of English and mathematics will be determined based upon skills demonstrated in the combined criteria enumerated above.

### ACT WAIVER FOR ADULTS

Students who have been out of high school for five or more years, or those who are 23 years of age or older will have the ACT requirement waived.

### EARLY ENROLLMENT PROGRAM

East Central Community College has an early enrollment program for high school students. Students may enroll as early as the summer following the eleventh grade and take courses other than English Composition for college credit.

Students must meet the following five requirements for early enrollment:

- (1) Have completed junior year in high school
- (2) Have a B average on all high school work
- (3) Have a composite score of 22 on the ACT
- (4) Complete application for admission
- (5) Attend a counseling session prior to enrollment

### BENEFITS FOR VETERANS

East Central Community College is an approved institution for providing education training for veterans. The Director of Admissions, Records, and Research serves as Veterans Adviser and offers assistance in handling matters pertaining to veterans at the college.

### SELECTIVE SERVICE

Information and assistance in handling matters concerning Selective Service for students are available in the office of the Director of Admissions, Records, and Research.

### Admission of Foreign Students

Foreign students with acceptable scholastic records and proven English proficiency will be considered for admission as freshmen or as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of postsecondary study (college, technical school). Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of studies, satisfactory scores on the East Central Community College placement tests, and proof of financial responsibility.

Applicants, both freshmen and transfer, whose native language is not English are required to submit a score of at least 500 on the Test of English as a Foreign Language (TOEFL) and have a composite score of 15 on the ACT.

The following materials must be in the Office of Admissions and Records at least 60 days before the beginning of the semester in which admission is desired:

1. An application for admission form
2. A health form



3. A certified copy of all high school and/or college transcripts of previous credits earned.

Students applying for transfer from institutions in the United States must secure the Immigration Form I-20A-B from East Central Community College to present to the foreign student advisor at the previous school. That office will endorse the Form I-20 Transfer and forward that form and the Form I-20A to the Immigration and Naturalization Service processing center along with a recommendation about the transfer.

#### Fees -

1. Students will be assessed fees in the amount of \$1400 per semester payable at registration in addition to the regular tuition and fees paid by all other students.
2. Dormitory facilities will be available each semester only after in-district and in-state students have been housed.

### NATIONAL GUARD, VETERANS PREVIOUS EDUCATION, SERVICEMEMBERS OPPORTUNITY COLLEGES; EVALUATION, CREDIT, AND TRANSFER

The college maintains a written record of the previous education and training of each veteran enrolled and appropriate credit is given. When the training period has been shortened proportionately as a result of previous education and training, the veteran or eligible person and the VA are so notified.

East Central Community College is a participant in the Mississippi National Guard Higher Education Program. Credit earned in the armed forces is evaluated by a state office based upon the recommendations of the American Council on Education. The college is also a member of Servicemembers Opportunity Colleges (SOC).

No credit is granted by East Central Community College on the General Education Development Test. No credit is established by the college for experiential learning but credit is accepted when transcribed by another accredited college.

### EAST CENTRAL COMMUNITY COLLEGE SCHOOL STANDARDS OF PROGRESS AS REQUIRED BY VA REGULATIONS 14253 [D]

#### 1. EXAMINATION OF RECORDS:

The college records and accounts pertaining to veterans and eligible persons enrolled are readily identifiable and available for examination by authorized representatives of the Government.

#### 2. ENTRANCE REQUIREMENTS:

Proof that entrance requirements to East Central Community College have been met prior to enrollment are a part of the veteran's and eligible person's permanent record. They also include the grade in each subject per semester, record of withdrawals, and the number of absences from any subject. These records are maintained in the office of the Director of Admissions, Records, and Research.

#### 3. PREVIOUS EDUCATION AND TRAINING RECORDS:

The school maintains permanent records showing previous education and training. Enrollment certificates submitted to VA reflect proper credit for previous education and training according to the policies of the college.

#### 4. PROGRESS RECORDS:

In the academic and technical program, the school records show grades of A, B, C, D, F, W (withdrawal passing), I (incomplete - grade which is temporary and is changed to a grade of A, B, C, D, or F on completion and is used in the overall grade point average of the student).

The State Veterans Affairs Approving Agency requires that grades of W and I be considered as F's in computing grade point averages. This procedure is followed in all reports to the Veterans Administration concerning the student's status. Course changing is not allowed after the first two weeks of classes. Any time a student quits a course without officially withdrawing, a final grade of "F" will be recorded. The VA will be promptly notified when a veteran or other eligible person drawing VA benefits changes his course load.

Veterans who are attending East Central Community College in the Academic and Technical programs must pass a certain number of hours each semester, the same as regular students, to remain in good standing. Students must pass nine semester hours and earn 18 quality points to remain in good standing. Quality points are assigned per semester hour the following way: A—4 quality points; B—3 quality points; C—2 quality points; D—1 quality point; and F—0 quality points.

For the Veterans and other eligible persons, East Central Community College will apply the probation and suspension policies as listed in this catalog.

#### 5. ATTENDANCE RECORDS:

East Central Community College maintains schedule cards and permanent record cards. Absences are kept on the student's schedule card. The last date of attendance is also reflected on this card when one drops a course. The number of absences in any particular course is placed on the final Grade Report and also in the teacher's grade book which is turned in at the end of the term, filed for records, and is



available in the office of the Director of Admissions, Records, and Research. An individual is allowed absences per semester equal to twice the times a class meets per week in addition to any official absences representing the college. This policy is given in detail elsewhere in the publication.

### SOPHOMORE STATUS

Before a student can be classified as a sophomore, he/she must have earned a minimum of 28 semester hours or its equivalent from an approved college.

### TESTING SERVICE

East Central Community College is a fully participating institution in the American College Testing Program and administers the test on all nationally scheduled testing dates. The ACT test is also administered on a resident basis.

East Central also administers and utilizes the Test of Adult Basic Education (TABE) in its VIDS program and adult basic education program. Further, the General Educational Development Test (GED) is administered on a monthly basis.

### SCHOOL TERMS AND PERIODS

East Central operates on the semester system. There are two regular semesters which begin in August and in January. There is a 10 week summer session divided into two five-week terms. Some three-week courses are also offered in summers.

Lecture periods meet a minimum of 50 minutes. Laboratory periods are equivalent to two lecture periods. Semester hours of credit are granted on the number of lecture and/or laboratory periods the class meets per week for one regular semester.

### RECORDS

#### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

East Central Community College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under the law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The following rights are accorded to students under this act:

1. Students are entitled to have access to school records upon request.
2. Request for access to records concerning academic grades, transcripts and absences should be filed with the Director of Admissions, Records, and Research. Request for access to records concerning test scores administered by East Central Community College counselors, financial aid and other personal data should be filed with the Dean of Students.

3. Students are entitled to inspect and review the contents of their school records and to challenge the contents if they feel the contents are inaccurate, misleading or inappropriate. If a student wishes to challenge the contents, the Director of Admissions, Records, and Research or Dean of Students will provide a written copy of procedures to be followed.
4. Before any school records will be released to third parties (colleges, potential employers, etc.) who have requested copies of school records, the school must have the students' written consent.
5. Upon receipt of a subpoena or judicial order requiring the Director of Admissions, Records, and Research and/or Dean of Students to supply a student's records, the requested action will be taken.
6. Whenever a student seeks to enroll in another institution outside this district, the student must approve transfer of the record.
7. The law allows "directory information" about students to be made public without specific permission. Students are entitled, however, to request the deletion of certain information from school directories. Any request for deletion of directory information must be made within fourteen calendar days from the date of registration. Forms for requesting the deletion of information may be secured from the Office of the Director of Admissions, Records, and Research.
8. The school will maintain a list containing the signature, the date and the reason for all persons receiving access to students' records. Students are entitled to have access to this list. The law, however, allows school officials, including teachers, to have access to a student's records.

### GRADING SYSTEM

A	—	92-100 Excellent
B	—	83-91 Good
C	—	74-82 Average
D	—	65-73 Poor
F	—	Failure
W	—	Withdrawal passing
R	—	Registered for audit
I	—	Incomplete, but can be made up

A progress report is made to the student at Mid-Term of each semester.

### HONORS AND QUALITY POINTS

HONORS — Special recognition is given those students doing outstanding work in their academic subjects at the end of each grading period and at graduation. The honors are based on quality point averages.



## Honors

	Required Quality Point Average
President's List . . . . .	4.0
Dean's List . . . . .	3.5
Honorable Mention . . . . .	3.0

QUALITY POINTS — Quality points are based on the grade and number of hours credit for each course and are computed as follows:

Grades	Quality Points
A . . . . .	4 for each semester hour
B . . . . .	3 for each semester hour
C . . . . .	2 for each semester hour
D . . . . .	1 for each semester hour
F . . . . .	0 for each semester hour

The last grade in each course attempted will be counted for quality point purposes.

## HONORS PROGRAM

The purpose of the Honors Program at East Central Community College is to provide enriched educational experiences for the academically talented students. Specially designed honors classes are offered to stimulate the honor student's spirit of inquiry and to provide opportunities for more in-depth study in several subject areas.

An Honors Council chaired by the Director of the Honors Program has been established. It is the responsibility of the council to coordinate the honors courses and to promote an atmosphere of intellectual stimulation and camaraderie among the academically talented students.

The Honors Program provides students the opportunity for independent projects and research, for greater intellectual challenge, and for association with others of similar abilities and interest.

## HONORS PROGRAM ELIGIBILITY

In order to enroll in the Honors Program a student should have a superior ACT score, a superior grade point average, and an invitation from the honors faculty. Courses are scheduled so that a student may participate in all seven courses or in any combination of courses. Courses offered include Honors Composition I, Honors Composition II, Honors American Government, Honors American History I, Honors American History II, Honors English Literature I, and Honors English Literature II.

Students with scores of 25 or above on English and standard composite sections of the ACT are given advanced standing in English 1213 if they elect to participate in Honors English.

## ADVANCED PLACEMENT/CREDIT BY EXAMINATION

East Central has two provisions for granting credit by advanced placement of students and one provision for granting credit by examination.

## Provisions for Advanced Placement in Vocational-Technical Instruction (Articulation)

East Central Community College will grant credit for selected courses in certain Applied Science and Certificate programs under the following conditions:

1. Applicant for credit meets all college admissions requirements and is a registered/enrolled student in good standing, and
2. Applicant has maintained a "C" average in the high school course for which articulated credit is requested, and
3. Applicant has on file a written recommendation from the high school instructor and vocational director, and
4. Applicant has successfully completed with a grade of "C" or better, the next higher sequential course in the specific program for which credit is being granted.

It is understood that should a student intending to receive credit under this agreement fail to make satisfactory progress in the intermediate course, the student may transfer back to the beginning level course, or pass a challenge exam on the beginning level course with a grade of 85 on a scale of 100.

It is further understood that a high school graduate may exercise this privilege no later than the beginning of the third year following graduation.

## Advanced Placement Examination

Students who make a three (3) or higher on the Advanced Placement (AP) tests will be given credit for the course at East Central. Academic credit established through the AP will not carry a letter grade and will not be included in calculating the quality point average.

## College Level Examination Program (CLEP)

East Central Community College awards academic credit through the College Level Examination Program (CLEP) on subject Examinations to students who are enrolled at East Central who make a scaled score of 50 or above. The College will also accept transfer academic credit from other colleges on either the General or Subject Examinations. East Central is not a testing center for the CLEP and does not establish credit on the General Examination. Academic credit established through the CLEP will not carry a letter grade and will not be included in calculating the quality point average.

The maximum credit allowed at East Central through the CLEP is six (6) semester hours.

## ACADEMIC PROBATION AND SUSPENSION

A student who fails to pass nine semester hours and to earn 18 quality points during a regular semester will be placed on probation until the academic record meets this minimum standard. If the minimum requirements are not met for two consecutive semesters, the student will be suspended for one regular semester. If the suspension occurs at the conclusion



of the spring semester, it may be removed by attending summer school and improving the record to the stated minimum. Deviation from this policy will be made only with the approval of the Academic Probation Committee.

The above policy will also apply to all transfer students.

### COURSE CHANGE

A fee of \$5 is assessed for each change in schedule after the date a student's schedule is completed and accepted.

### CHANGING PROGRAM

A student should discuss any proposed changes in his program with his/her advisor. No full-time student will be permitted to register in a new course after the second week of any regular semester.

### PROGRAM OF STUDY

A student registering for 12 or more semester hours will be considered a full-time student and should follow one of the curriculums as outlined.

### CLASS ATTENDANCE AND ABSENCES

When a student enrolls in a course, the student assumes the responsibility for attending all class meetings, completing all assignments, and otherwise satisfying the requirements of that course. Realizing that from time to time there may be just cause for absence, the college has established the policy outlined below.

The student should discuss with the instructor the impending absence before it occurs if possible or immediately after his/her return to class if the absence was an emergency. The student is responsible for all work missed regardless of the reason for being absent.

1. Official absences are those incurred when students miss class while officially representing the college. The college sponsor of the group supplies a list to the Director of Admissions, Records, and Research's Office in advance, and instructors are notified from that office before the next meeting of the class following the absence. Official absences will not count in the total number of absences allowed.
2. Unofficial absences occur when students who are not representing the college miss class. Total unofficial absences per class may not exceed three for a class that meets once per week, four for a class that meets twice per week, six for a class that meets three times per week, eight for a class that meets four times per week or ten for a class meeting five times per week. If a student exceeds these numbers of absences, he/she will be cut out of class and will receive an "F" for the course.

3. The student who misses announced tests or class assignments due to unofficial absences must have approval of the instructor to take make-up tests or to complete assignments. Approval will not be granted unless the student presents a valid reason for having been absent.
4. The student has the right to appeal if he or she feels that there were extenuating circumstances for exceeding the allowable number of absences or for being cut out of class and receiving an "F" for the course. Within three (3) days of the notice of being cut out of the class(es), the student should submit to the Dean of Students a written letter of appeal giving all reasons for the appeal. The student will meet with the Absentee Appeals Committee. This committee will include the Dean of Students, the student's instructor, the academic or vocational counselor (depending on classification of student), an administrator-at-large, an instructor-at-large, and the Student Body Association President. A majority vote will be necessary for the student to be reinstated in class. Should the matter not be resolved to the student's satisfaction through the Absentee Appeals Committee, the student has the right to appeal to the President of the College within 24 hours. Such appeals must be made in writing with all reasons for the appeal given. Any student requesting it may appeal the decision of the President to the Board of Trustees. Such appeals must be made within 24 hours after the President's decision is rendered and must be in writing with all reasons for the appeal given. Appeals to the Board shall be made through the President. The last step in the appeals process will be the hearing before the Board. All appeals to the Board shall be heard in regularly scheduled meetings of the Board.

### DROPPING A COURSE

If a student desires to drop a course, the student may do so at any time with proper approval. There is no charge for dropping a course.

Unofficial withdrawal from a course at any time during the semester will result in a grade of "F". No student can drop a course within five class days prior to examination.

### INCOMPLETE GRADES

A grade of "I" (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in the student's immediate family, or similar circumstances beyond the student's control, is unable to complete the course work or to take final examinations. The student must have in writing, an approval by the Director of Admissions, Records, and Research before the student can complete this course work.

An "incomplete" on final semester grades must be removed by completing the required work by the end of the first six weeks of the next semester the student is in school, or a grade of "F" will be recorded by



the Director of Admissions, Records, and Research. The individual student has the responsibility of making the necessary arrangements with the instructor concerned.

### EXEMPTION

Any student who has applied and been accepted as a candidate for graduation may be exempt from the final examination of any course in which the student has at least a B average as of the last regular class meeting. Exemption of graduates and types of examinations (unit or comprehensive) are left to the discretion of the instructor.

### PRE-REGISTRATION TESTS

The American College Test will be administered to all academic students under age 23 who have not previously taken it. The results will be used in classification. In addition assessment tests are given in English and Mathematics. Students will be placed in these courses based on three criteria: (1) ACT scores (2) Local assessment (3) High school grades.

### ORIENTATION

All students entering East Central Community College for the first time are expected to participate in the orientation program. The program is designed to acquaint new students with rules and regulations of the college, registration procedures, and college curricula. During this time standardized testing is done, and students are assigned to faculty advisors who help them in proper course selection. School publications are reviewed, and handbooks are distributed and discussed. Orientation is held on each advance registration date in the summer and on the first two days of each regular semester.

### MAXIMUM LOAD

Fifteen or sixteen semester hours of academic work are considered a normal load each semester. First semester freshmen are not allowed to register for more than a normal load unless specified in the curriculum. Other students desiring to enroll for 20 or more semester hours must have special permission from an appropriate curriculum advisor and approval by the Dean of Instruction. A fulltime vocational student cannot enroll in a daytime academic course for credit.

### WITHDRAWAL FROM SCHOOL

Any student who leaves the college, except for temporary absences, must secure a withdrawal permit in duplicate from the Academic or Vocational Counselor's office, where he will be instructed as to the proper procedure. This permit, when completed, must be filed with the Director of Admissions,

Records and Research and Business Manager of the college. Administrative withdrawal may be processed by the Dean of Students or Director of Admissions, Records, and Research.

### TRANSFER CREDITS

All credit transferred from accredited institutions is reproduced on the permanent records of East Central Community College. This action is evidence that the credits are considered valid. Only those courses that average C or better will be applied toward graduation when the transferred average is less than C.

No credit will be accepted by East Central Community College from a college that does not hold either regional accreditation or candidacy status with a regional accrediting body.

### GRADUATION

ALL STUDENTS EXPECTING TO BECOME CANDIDATES FOR DEGREES OR CERTIFICATES MUST FILE AN APPLICATION WITH THE DEAN OF INSTRUCTION BY THE ANNOUNCED DEADLINE DATE

### REQUIREMENTS FOR DEGREES

East Central Community College grants three associate degrees—the Associate in Arts, the Associate in Science, and the Associate in Applied Science.

Students who plan to transfer to senior institutions should take note that substitution in the specified courses of Categories I and II below may be made with the approval of the Dean of Instruction in order to meet senior college requirements. A student may transfer back from senior college a maximum of six semester hours to complete graduation requirements at East Central Community College.

- I. To graduate from the college with the degree of Associate in Arts a student must:
  - (1) Earn a minimum of 64 semester hours of credit to include: the 24 semester hours listed in the Basic College Core plus Speech 1113, but not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.);
  - (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled only the last grade recorded will count for quality point purposes);
  - (3) Complete a minimum of fifteen semester hours at East Central Community College;
  - (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.
- II. To graduate from the college with the degree of Associate in Science a student must:



- (1) Earn a minimum of 64 semester hours of credit to include: the 24 semester hours listed in the Basic College Core plus Speech 1113, fourteen or more semester hours of laboratory science, and not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.);
  - (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled, only the last grade recorded will count for quality point purposes);
  - (3) Complete a minimum of fifteen semester hours at East Central Community College;
  - (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.
- III. To graduate from the college with the degree of Associate in Applied Science a student must:
- (1) Earn a minimum of 64 semester hours of credit to include: all technical courses in the curriculum guide, Chapter 5, but not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.); and enough approved non-technical courses including Speech 1113 to complete 64 semester hours;
  - (2) Earn an average of two quality points for each semester hour attempted; (when a course is scheduled and rescheduled, only the last grade recorded counts for quality point purposes);
  - (3) Complete a minimum of fifteen semester hours at East Central Community College;
  - (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.

### REQUIREMENTS FOR CERTIFICATES

East Central Community College grants nine months, one year, eighteen months, and two year certificates.

To graduate from the college with a certificate in a particular program a student must:

- (1) Make a passing grade and average a "C" (2.00 point) on all those courses required in the curriculum. Grades in courses not listed in the curriculum will not be counted in calculating quality point averages.
- (2) Satisfactorily complete a prescribed certificate program as outlined under curriculum.

### GRADUATION FEE

A \$25.00 graduation fee is charged all students who are tentatively accepted for graduation.

### TRANSCRIPTS

It is the policy of this institution to furnish free to each graduate of East Central Community College upon written request one transcript of his or her credits earned here. If a request for a transcript occurs during the period a student is attending the college, a charge of \$1.00 is made. All other transcripts are \$2.00 each. Correspondence pertaining to this service should be addressed to the Director of Admissions, Records, and Research of the college. The college reserves the right to protect the student's records from outside agencies.

### HEALTH SERVICES

Medical services are available to students. The campus nurse provides routine medical care and simple medication. Students who need more specialized care must visit their family physician.

Two clinics in Decatur and hospitals in Newton and Union provide emergency medical care for students.

A student health form is required as a part of the regular admission procedures of the college.

### COUNSELING AND GUIDANCE

East Central Community College is wholly committed to providing the service of professionally trained guidance personnel to all of its students. The purpose of the guidance work is to provide professional assistance to the students in deciding academic, vocational, and personal questions, especially as they involve their college life.

The Dean of Students has overall supervision and coordination of guidance, counseling, extra-curricular activities, and religious development. In addition, one full-time academic counselor and two full-time vocational counselor are employed by the College. Also, faculty members serve as academic advisors in their particular area. Advisors are selected from the teaching faculty according to curricula. Faculty members are well qualified to assist the students in their career planning. Each student upon entering selects a course of study with the aid of one of the Advisors. Frequently meetings are held, and the students are urged to keep constantly in touch with their Advisor on matters pertaining to their educational or vocational careers. By careful planning, the students can find and pursue the course of study that will be most helpful in their chosen professions. Each student is thus aided in choosing a vocation for which the student is best suited.

Personal problems should be referred to the Dean of Students or one of the professionally qualified guidance persons.

### FIREARMS ON CAMPUS

In keeping with the laws of Mississippi, students are not permitted to have rifles, shotguns, or other forms of weapons on campus.



### STUDENT IDENTIFICATION CARD

Each full-time student will be issued an identification card during registration at a cost of \$3.00. The card will be used as an activity card during regular school session. Failure to show or surrender the identification card when requested by any East Central Community College official will result in disciplinary action. Replacement of card due to loss will cost \$5.00.

### UNSATISFACTORY CONDUCT

Upon enrollment each student is given a Student Handbook in which the rules and regulations governing student conduct are listed in detail. Violations which could result in suspension from college will require that the student appear before the Discipline Committee, while violations which are not cause for suspension will be handled by the appropriate authorities.

### ADULT AND CONTINUING EDUCATION PROGRAM

The Adult and Continuing Education Program meets the needs of an increasing number of adult and nontraditional students who wish to earn a degree on a part-time basis, prepare for job advancement or career change, or improve quality of life through personal enrichment and enhancement of knowledge in a specialized field of study. Classes are taught at the Decatur campus of East Central Community College and at several off-campus locations throughout the five county district.

Present off-campus sites include Carthage, the Choctaw Indian Reservation near Philadelphia, Forest, Louisville, Morton and the Philadelphia-Neshoba County Vocational/Technical Center. Credit Classes may be arranged on-site for business or industry, school districts, medical facilities, government agencies, or in any location where specific educational needs exist.

### ADULT BASIC EDUCATION PROGRAM

East Central Community College teaches adult basic education classes in Leake, Neshoba, and Newton counties. Classes are available to the general public in need of literacy training and GED preparation. Additional services include one-to-one tutoring, and GED testing.

### PALS LABORATORY

Adult Basic Education classes utilizing the PALS Laboratory, a computerized learning system by the IBM Corporation, are taught on the Decatur campus. The PALS Laboratory provides an excellent opportunity for adult students to improve their reading and writing skills while using the computer. Students typically are able to advance several grade levels in one year in this program. Day and evening classes are available.

### CHILDCARE LABORATORY

The East Central Childcare Supervision Technology program operates a licensed, on-site childcare center for the laboratory training of students majoring in the field. The center operates during the fall and spring semesters. It is opened to ECCC employees and students on a first come basis. There is a minimum fee. The facility is located across from the tennis courts.

### FACILITY ARRANGEMENTS

Facility arrangements are available to professional, fraternal, governmental, or other associations that may require this space and service for seminars, workshops, and annual meetings. Coordinators are available to assist with every detail in the organization and implementation of a successful meeting from banquet arrangements to on-site registration. A calendar of events is maintained in the office of Adult and Continuing Education listing all activities by college and outside agencies.

### CONFERENCES, WORKSHOPS, TRAINING PROGRAMS

Conferences, workshops, and training programs assist in solving special problems encountered by businesses, industries, and government agencies. Programs may be offered on-site at the client's facility or at East Central Community College. CEU (Continuing Education Units) credit is available if requested.

### CAMPS AND CLINICS

A wide variety of camps and clinics is conducted annually and serves youth during the summer months. The customary choices include baseball, basketball, foreign language, computer science, math, and studies for the gifted students all offered through Kid's College. Participants are given the opportunity to explore various fields and to further develop sports or academic skills under the supervision of qualified instructors in a college setting. The philosophy of each particular camp, whether sports or academic, emphasizes a well-balanced, enjoyable learning experience.

### TRAVEL PROGRAMS

Travel programs are offered periodically to provide educational and personal enrichment. College faculty have served as activity directors for trips to such destinations as England, France, Switzerland, Austria, Germany, Australia, and New Zealand. College credit may be earned.

### EXTENSION CENTER

Classes may be organized which give credit beyond junior college credit. The college has served as an Extension Center for Mississippi State University and the University of Southern Mississippi at various times in the past.





## CHAPTER 5

# PROGRAMS OF STUDY

Suggested programs of study in many fields of interest have been established with recommended courses for each semester. Students should note that these outlines are suggestions, not requirements. Requirements for degrees and certificates are listed in Chapter Four.

The East Central Community College transfer programs are designed for the student who wishes to complete two years of college work and continue toward a Baccalaureate degree at a senior college. These suggested programs of study have been set up with extreme care; however, students should consult with advisors and the university or college catalog of their choice to ensure that the right courses are taken.

In 1991, the Mississippi Board of Trustees of State Institutions of Higher Learning and the Mississippi State Board for Community and Junior Colleges approved an articulation agreement which provides for the transfer of academic credit in 166 majors available at the eight senior institutions in Mississippi. This agreement is a safety net for students who plan to transfer. East Central has utilized this agreement in developing programs of study. A student who follows the prescribed course of study in this catalog with the assistance of their advisor and the catalog of the college to which they plan to transfer should experience no difficulty with the acceptance of East Central credit.

### BASIC COLLEGE CORE CURRICULUM

This core curriculum is designed for students who later plan to transfer with junior standing to one of the four-year colleges in Mississippi. Students should understand that different colleges and universities have their own requirements, and students should consult the latest catalog of the institution in which they are interested.

The following core curriculum is required by all universities under the State Board of Trustees, Institutions of Higher Learning beginning fall 1984 and is incorporated in all transfer programs of study as outlined in this chapter.

English Composition . . . . .	6 semester hours
Laboratory Science . . . . .	6 semester hours
College Algebra . . . . .	3 semester hours
Humanities & Fine Arts . . . . .	9 semester hours
Total	24 semester hours



This same 24 semester hour core curriculum is required for graduation from East Central Community College in both transfer degrees — the Associate in Arts and the Associate in Science. (See requirements for degree section of chapter four — Academic Policies.)

## AGRICULTURE

(AGRI)

Advisor: Dr. Jefcoat

The combination of courses in this curriculum is offered for students who are planning to be professional agriculture workers. Upon successfully completing the agriculture program of study, graduates should be able to enter the junior year of agriculture at a four-year institution.

### FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition	3	ENG	1123	English Composition	3
CHE	1214	General Chemistry	4	CHE	1224	General Chemistry	4
HIS	2213	American History	3			* Approved Elective	
MAT	1313	College Algebra	3				
ART	1113	or Music 1113	3				







## FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . . . 3	ENG	1123	English Composition . . . . . 3
BIO	1134	General Biology . . . . . 4	MAT	1313	College Algebra . . . . . 4
HPR	1213	Per. & Com. Health . . . . . 3	BIO	1144	General Biology . . . . . 4
HIS		History . . . . . 3	HIS		History . . . . . 3
		(World or American) . . . . . 3			(World or American) . . . . . 3
HPR	1313	Introduction to Health, . . . . . 3	HPR	2213	First Aid . . . . . 3
		Physical Education and . . . . . 3	HPR		Activity (Golf) . . . . . 1
		Recreation . . . . . 3			
HPR		Activity Fitness and . . . . . 1			
		Conditioning . . . . . 1			
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17			17		

## SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature . . . . . 3	ENG		Literature . . . . . 3
		(English or American) . . . . . 3			(English or American) . . . . . 3
ECO	2213	Economics . . . . . 3	HPR	2023	Rec. Leadership . . . . . 3
SOC	2113	Intro. to Sociology . . . . . 3	MAT		Math . . . . . 3
SCI		Physical Science . . . . . 3			or . . . . . 3
		Elective . . . . . 3	SCI		Science (Elective) . . . . . 3
ART	1113	or MUS 1113 . . . . . 3	SOC	2143	Mar. & Family . . . . . 3
SPT	1113	Oral Communication . . . . . 3	HPR		Activity . . . . . 3
HPR		Activity (Tennis) . . . . . 1			*Elective . . . . . 3
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16			16		

\* CSC 1113, Introduction to Computer Concepts is recommended.

### EDUCATION, SECONDARY (SEDU)

Advisor: Mrs. McMullan

Upon successfully completing the secondary education program of study graduates should be able to enter the junior year of secondary education at a four-year institution.

## FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . . . 3	ENG	1123	English Composition . . . . . 3
PSY	1513	General Psychology . . . . . 3	HPR	1213	Per. & Com. Health . . . . . 3
BIO	1134	General Biology . . . . . 4	BIO	1144	General Biology . . . . . 4
HIS		History . . . . . 3	ART	1113	Art Appreciation . . . . . 3
		(World or American) . . . . . 3			or . . . . . 3
MAT	1313	College Algebra . . . . . 3	MUS	1113	Music Appreciation . . . . . 3
			HIS		History . . . . . 3
					(World or American) . . . . . 3
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16			16		

## SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature . . . . . 3	ENG		Literature . . . . . 3
		(English or American) . . . . . 3			(English or American) . . . . . 3
SCI		Chemistry, Physics or . . . . . 3	HIS		Social Studies . . . . . 3
PHY	2313	Survey of Gen. Physics . . . . . 4	SPT	1113	Oral Communication . . . . . 3
		Electives . . . . . 6			Electives . . . . . 7
CSC	1113	Intro. to Computer . . . . . 3			
		Concepts . . . . . 3			
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16			16		

## RECOMMENDED ELECTIVES

Courses in the field you plan to reach. (See reaching areas listed below):  
English: ENG 2323 or 2333 English Literature; ENG 2223 or 2233 American Literature.

Mathematics: MAT 1323, MAT 1613, MAT 1623, MAT 2613, MAT 2623, MAT 2913.

Physical Education: HPR 1313 Intro. to Health Physical Education & Recreation, HPR 2213 First Aid, HPR 2323 Recreational Leadership; Minimum of 3 P.E. activity courses.

Social Studies: HIS 1163 or 1173, HIS 2213, 2223, SOC 2113, PSC 1113, ECO 2113.

Speech: 1233 Acting I, 1213 Computer Science Elective.

### ENGINEERING (ENGR)

Advisor: Dr. Harris

Students who are interested in any engineering field should register in this curriculum. The first two years of engineering are basically the same for all branches of engineering, and this curriculum is designed to meet these needs. Upon successfully completing the engineering program of study, graduates should be able to enter the junior year of engineering at a four-year institution.

## FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . . . 3	ENG	1123	English Composition . . . . . 3
TDD	1313	Graphic Com . . . . . 3	SPT	1113	Oral Communication . . . . . 3
MAT	1313	College Algebra . . . . . 3	MAT	1613	Calculus I . . . . . 3
MAT	1323	Trigonometry . . . . . 3	MAT	6123	Calculus II . . . . . 3
CHE	1214	General Chemistry . . . . . 4	CHE	1224	General Chemistry . . . . . 4
		Activity . . . . . 1			Fine Arts Elective . . . . . 3
<hr/>			<hr/>		
17			19		



## SOPHOMORE YEAR

First Semester			Second Semester		
MAT	2613	Calculus III . . . . .	3	PSC	1113 Amer. Nat. Government
MAT	2623	Calculus IV . . . . .	3	MAT	2913 Differential Equations
PHY	2514	General Physics . . . . .	4	PHY	2524 General Physics
HIS	2213	American History I . . . . .	3		Humanities (Electives)
ECO	2113	Prin. of Economics . . . . .	3		Fine Arts Elective
CSC	1313	Fortran Programming . . . . .	3	EGR	2413 Engineering Mech.
			19		

## RECOMMENDED COURSES

HIS	1163	World Civilization I	SOC	2113	Intro. to Sociology
HIS	2223	American History Literature (any)	CHE	2424-2324	Organic Chemistry (for Chemical Engineer)
ECO	2123	Economics II	PSY	1513	Psychology

FORESTRY  
(FORS)

Advisor: Dr. Jefcoat

Upon successfully completing the forestry program of study, graduates should be able to enter the junior year of forestry at a four-year institution.

## FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . . .	3	ENG	1123 English Composition
BIO	1134	General Biology . . . . .	4	BIO	1144 General Biology
CHE	1214	College Chemistry . . . . .	4	CHE	1224 College Chemistry
MAT	1313	College Algebra . . . . .	3	MAT	1323 Trigonometry
HIS		History . . . . .	3	HIS	History
			17		

## SOPHOMORE YEAR

First Semester			Second Semester		
ECO	2113	Principles of Economics . . . . .	3	SPT	1113 Oral Communication
MAT	1613	Calculus I . . . . .	3		Social Studies
ENG		Literature . . . . .	3		Elective . . . . .
		Fine Arts Elective . . . . .	3		*Electives . . . . .
		*Elective . . . . .	3		Literature . . . . .
			15		

\* Electives to be selected with advisor based on upper division option to be selected.

HOME ECONOMICS  
(HECO)

Advisor: Mrs. Pouncey

Clothing, Textiles, and Fashion Merchandising

Upon successfully completing the home economics program of study, graduates should be able to enter the junior year of home economics at a four-year institution.

## FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . . .	3	ENG	1123 English Composition
BIO	1134	Biology . . . . .	4	BIO	1144 Biology
HEC	1131	Introduction to Modeling . . . . .	1	HIS	History . . . . .
ART	1113	Art Appreciation . . . . .	3	MAT	1313 College Algebra
HIS		History . . . . .	3		Elective . . . . .
PSY	1513	General Psychology . . . . .	3		
			17		

## SOPHOMORE YEAR

First Semester			Second Semester		
ART	1413	Design I . . . . .	3	ECO	2133 Principles of Economics
ACC	1213	Principles of Accounting . . . . .	3	ENG	Literature . . . . .
HEC	1111	Social Usage . . . . .	1	PHY	2213 Physical Science
ENG		Literature . . . . .	3	SOC	2113 Sociology
EPY	2513	Child Psychology . . . . .	3		Elective . . . . .
SPT	1113	Oral Communications . . . . .	3		
			16		

## HOME ECONOMICS EDUCATION

See Secondary Education Curriculum and follow suggested outline for students interested in teaching home economics.

Students who choose other fields in home economics should consult the advisor to help in course selection.

LIBERAL ARTS  
(LART)

Advisors: Mr. Cooper, Mr. Carson, Mr. Jamie Clark  
Social Science Advisors: Dr. Ethridge, Mr. Thrash,  
Mr. Pace

Art Advisor: Mr. Guraedy, Mathematics Advisor:  
Mrs. McMullan

English Advisors: Mr. Vickers, Mr. Barrier, Mrs. Pace,  
Mrs. Vickers

Science Advisors: Dr. Fisher, Mr. Deaton,  
Mr. R. Davis, Dr. Key

Speech Advisor: Miss Carroll

The Liberal Arts Curriculum will meet the pre-professional needs of many students who are planning some professional vocation. It may be selected by the pre-law students, by pre-ministerial students, or by those planning a career in journalism, or social work, and by others. In addition to the above, students who come to college to secure the general and liberalizing value of education, who are planning to continue a similar curriculum in a



four-year college, or whose interests cannot be met by another curriculum usually select this curriculum. Electives should be chosen from a student's field of interest with the approval of the individual's advisor.

## FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition	3	ENG	1123	English Composition	
HIS		History		HIS		History	
		(World or American)	3			(World or American)	
BIO	11134	General Biology	4	BIO	1144	General Biology	
MAT	1313	College Algebra	3	SPT	1113	Oral Communication	
PSY	1513	Psychology	3			Elective	
		Activity	1			Activity	
			17				17

## SOPHOMORE YEAR

First Semester				Second Semester			
ENG		Literature		ENG		Literature	
		(English or American)	3			(English or American)	
PSC	1113	Amer. Nar.		SOC	2113	Sociology	
		Government	3			Electives	
		Electives	6				
ART	1113	or MUS 1113	3				
			15				

## RECOMMENDED ELECTIVES

6 to 12 semester hours of Spanish should be strongly considered  
 PSY 1513 General Psychology  
 HPR 1313 Per. & Com. Health

PRE-MEDICAL/PRE-DENTAL  
(PMED)

Advisor: Dr. Fisher

Upon successfully completing the pre-medical program of study, graduates should be able to enter the junior year of a pre-medical program at a four-year institution.

## FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition	3	ENG	1123	English Composition	
MAT	1313	College Algebra	3	MAT	1323	Trigonometry	
CHE	1214	General Chemistry	4	CHE	1224	General Chemistry	
BIO	2414	Zoology	4	BIO	2424	Zoology	
		Art or Music App.	3			Elective	
			17				17

## SOPHOMORE YEAR

First Semester				Second Semester			
HIS		Literature		ENG		Literature	
		or				or	
		Language	3			Language	3
CHE	2424	Organic Chemistry	4	CHE	2434	Organic Chemistry	4
HIS	1163	World Civilization I	3	HIS	1173	World Civilization II	3
PHY	2414	General Physics	4	PHY	2424	General Physics	4
SPT	1113	Oral Communication	3			Elective	3
			17				17

MEDICAL TECHNOLOGY  
(METC)

Advisor: Mr. R. Davis

Upon successfully completing the medical technology program of study, graduates should be able to enter the junior year of medical technology at a four-year institution.

## FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition	3	ENG	1123	English Composition	3
MAT	1313	College Algebra	3	MAT	1323	Trigonometry	3
PSY	1513	Psychology	3	SOC	2113	Sociology	3
CHE	1214	Chemistry	4	CHE	1224	Chemistry	4
BIO	2414	Zoology	4	BIO	2424	Zoology	4
			17				17

## SOPHOMORE YEAR

First Semester				Second Semester			
CHE	2424	Organic Chemistry	4	CHE	2434	Organic Chemistry	4
BIO	2514	Anatomy and		BIO	2524	Anatomy and	
		Physiology	4			Physiology	4
		Art or Music App.	3	BIO	2924	Microbiology	4
ENG		Literature		ENG		Literature	
		(English or American)	3			(English or American)	3
SPT		Oral Communication	3				
			17				15

See your advisor. University requirements differ on this curriculum.

## MUSIC

Advisors: Mr. Hinson, Mr. Carson, Mrs. Wilkinson

The work of the music department is organized (1) to give sound foundation work in music theory, (2) to develop understanding and appreciation of the literature and history of music, and (3) to develop techniques with the voice and music instruments.

Upon successfully completing the music program of study, graduates should be able to enter the junior year of piano, voice, or instrumental music at a four-year institution.



### MUSIC WITH INSTRUMENTAL EMPHASIS (MEIE)

Advisor: Mr. Carson

Upon successfully completing the music program of study, graduates should be able to enter the junior year of instrumental music at a four-year institution.

#### FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition	3	ENG	1123	English Composition	3
MUS	1214	Music Theory I	4	MUS	1224	Music Theory II	4
HIS	1163	World Civilization	3	HIS	1173	World Civilization	3
MAT	1313	College Algebra	3	MUS	1123	Music Survey	3
MUA	1511	Class Piano I	1	MUA	1521	Class Piano	2
MUA	1711	Class Voice I	1	MUS	1721	Class Voice	2
*MUA	1172	Brass I	2	*MUA	1182	Brass II	2
*MUA	1242	Guitar I	2	*MUA	1252	Guitar II	2
*MUA	1472	Percussion I	2	*MUA	1482	Percussion II	2
*MUA	1872	Woodwinds I	2	*MUA	1882	Woodwinds II	2
MUO	1111	Band I	1	MUO	1121	Band II	1

\* Choose Major Instrument

#### SOPHOMORE YEAR

First Semester				Second Semester			
ENG	2223	Literature (American) or		SPT	1113	Oral Communication	
ENG	2323	Literature (English)	3	MUS	2224	Music Theory IV	
MUS	2214	Music Theory III	4	BIO	1144	General Biology	
BIO	1134	General Biology or	4	PHY	2323	Survey of Gen. Physics	
PHY	2313	Survey of Gen. Physics	3	MUA	2521	Class Piano IV	
MUA	2511	Class Piano III	1	*MUA	2721	Class Voice IV	
MUA	2711	Class Voice III	1	*MUA	2182	Brass IV	
*MUA	2242	Guitar III	2	*MUA	2252	Guitar IV	
*MUA	2172	Brass III	2	*MUA	2482	Percussion IV	
*MUA	2472	Percussion III	2	*MUA	2882	Woodwinds IV	
*MUA	2872	Woodwinds III	2	MUO	2121	Band IV	
MUO	2111	Band III	1				

\* Choose Major Instrument

### MUSIC WITH PIANO EMPHASIS (MEPE)

Advisor: Mrs. Wilkinson

Upon successfully completing the music program of study, graduates should be able to enter the junior year of piano at a four-year institution.

#### FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition . . . . .	3	ENG	1123	English Composition . . . . .	3
MUS	1214	Music Theory I . . . . .	4	MUS	1224	Music Theory II . . . . .	4
HIS	1163	World Civilization . . . . .	3	HIS	1173	World Civilization . . . . .	3
MAT	1313	College Algebra . . . . .	3	MUS	1123	Music Survey . . . . .	3
MUA	1572	Major Piano I . . . . .	2	MUS	1582	Major Piano II . . . . .	2
MUA	1772	Major Voice I . . . . .	2	MUA	1782	Major Voice II . . . . .	2
MUO	1211	Choir I . . . . .	1	MUO	1221	Choir II . . . . .	1
			<hr/> 18				<hr/> 18

#### SOPHOMORE YEAR

First Semester				Second Semester			
ENG	2223	Literature (American) . . . . .	3	SPT	1113	Oral Communication . . . . .	3
		or		MUS	2224	Music Theory IV . . . . .	4
ENG	2323	Literature (English) . . . . .	3	BIO	1144	General Biology . . . . .	4
MUS	2214	Music Theory III . . . . .	4			or	
BIO	1134	General Biology . . . . .	4	PHY	2313	Survey of Gen. Physics . . . . .	3
		or		MUA	2582	Major Piano IV . . . . .	2
PHY	2313	Survey of Gen. Physics . . . . .	3	MUA	2782	Major Voice IV . . . . .	2
MUA	2562	Major Piano III . . . . .	2	MUO	1221	Choir IV . . . . .	1
MUA	2772	Major Voice III . . . . .	2				
MUO	2211	Choir III . . . . .	1				

### MUSIC WITH VOCAL EMPHASIS (MEVE)

Advisor: Mr. Hinson

Upon successfully completing the music program of study, graduates should be able to enter the junior year of voice at a four-year institution.

#### FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition	3	ENG	1123	English Composition	3
MUS	1214	Music Theory I	4	MUS	1224	Music Theory II	4
HIS	1163	World Civilization I	3	HIS	1173	World Civilization	3
MAT	1313	College Algebra	3	MUS	1123	Music Survey	3
MUA	1511	Class Piano I	1	MUA	1521	Class Piano II	1
		or				or	
MUA	1572	Major Piano I	2	MUA	1582	Major Piano II	2
MUA	1772	Major Voice I	2	MUA	1782	Major Voice II	2
MUO	1211	Choir I	1	MUO	1221	Choir II	1

17 or 18

17 or 18



## SOPHOMORE YEAR

First Semester			Second Semester		
ENG	2223	Literature (American) . . . .	SPT	1113	Oral Communication
		or	MUS	2224	Music Theory IV
ENG	2323	Literature (English) . . . . 3	BIO	1144	General Biology
MUS	2214	Music Theory III . . . . . 4			or
BIO	1134	General Biology . . . . . 4	PHY	2323	Survey of Gen. Physics
		or	MUA	2521	Class Piano IV
PHY	2313	Survey of Gen. Physics . . . 3			or
MUA	2511	Class Piano III . . . . . 1	MUA	2582	Major Piano IV
		or	MUA	2782	Major Voice IV
MUA	2572	Major Piano III . . . . . 2	MUO	2221	Choir IV
MUA	2772	Major Voice III . . . . . 2			
		Elective . . . . . 3			
MUO	2211	Choir III . . . . . 1			

17, 18 or 19

14, 15 or 16

NOTE: All students taking Applied Music Courses must perform in or attend one music rehearsal each month.

NURSING  
(PNUR)

Advisors: Dr. Jefcoar, Dr. Key

Upon successfully completing the pre-nursing program of study, graduates should be able to enter the junior year of nursing at a four-year institution.

## FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . . 3	ENG	1123	English Composition
CHE	1214	General Chemistry . . . . 4	CHE	1224	General Chemistry
HIS	1163	World Civilization I . . . . 3	HIS	1173	World Civilization II
MAT	1313	College Algebra . . . . . 3	SOC	2113	Introduction to Sociology
PSY	1513	General Psychology . . . . 3	SOC	2143	Marriage and Family

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## SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature (English or American) . . . 3	ENG		Literature (English or American)
		*Elective . . . . . 3	BIO	2524	Anatomy & Physiology
BIO	2514	Anatomy & Physiology . . . 4	HEC	1253	Nutrition
EPY	2533	Human Growth and Development . . . . . 3	BIO	2924	Microbiology
		Art or Music App. . . . . 3	SPT	1113	Oral Communication

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Electives should be selected with the approval of the curriculum advisor to meet the specific university nursing school requirement.

\*Recommended elective: CSC 1113, Intro. to Computer Concepts

OPTOMETRY  
(POPT)

Students majoring in optometry should enroll in the medical curriculum. Upon successfully completing the pre-optometry program of study, graduates should be able to enter the junior year of a pre-optometry program at a four-year institution.

PHARMACY  
(PPHA)

Advisor: Mr. Deaton

Upon successfully completing the pharmacy program of study, graduates should be able to enter the junior year of pharmacy at a four-year institution.

## FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . . 3	ENG	1123	English Composition
MAT	1313	College Algebra . . . . . 3	MAT	1323	Trigonometry . . . . . 3
CHE	1214	General Chemistry . . . . 4	BIO	2424	Zoology . . . . . 4
BIO	2414	Zoology . . . . . 4	CHE	1224	General Chemistry . . . 4
HIS	1163	World Civilization I . . . . 3	HIS	1173	World Civilization II . . . 3
		Activity . . . . . 1			

18

17

## SOPHOMORE YEAR

First Semester			Second Semester		
ACC	1213	Accounting I . . . . . 3	PSY	1513	Psychology . . . . . 3
CHE	2424	Organic Chemistry . . . . 4	CHE	2434	Organic Chemistry . . . 4
PHY	2414	General Physics . . . . . 4	BIO	2924	Microbiology . . . . . 4
		Art or Music App. . . . . 3	PHY	2424	General Physics . . . . 4
SPT	1113	Oral Communication . . . 3	SOC	2113	Sociology . . . . . 3

17

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## RECOMMENDED ELECTIVES

PIC 1113 Amer. Nat. Government  
HPR 2531 Individual & Dual Sports  
ENG 2323, 2333 Literature  
ECO 2113 Principles of Economics

HIS 2213, 2223 American History  
MAT 1613, 1623 Calculus

69 semester hours are required for admission to the University of Mississippi School of Pharmacy.

PHYSICAL THERAPY  
(PTHE)

Advisor: Mr. R. Davis

Upon successfully completing the physical therapy program of study, graduates should be able to enter the junior year of physical therapy at a four-year institution.



## FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition . . . . .	3	ENG	1123	English Composition	
PHY	1513	Psychology . . . . .	3	EPY	2533	Human Growth and Development	
MAT	1313	College Algebra . . . . .	3				
CHE	1214	Chemistry . . . . .	4	SOC	2113	Sociology	
BIO	1134	Biology . . . . .	4	CHE	1224	Chemistry	
				BIO	1144	Biology	

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## SOPHOMORE YEAR

First Semester				Second Semester			
PHY	2414	Gen. Physics . . . . .	4	PHY	2424	Gen. Physics	
BIO	2514	Anatomy and Physiology . . . . .	4	BIO	2524	Anatomy and Physiology	
SPT	1113	Oral Communication . . . . .	3	ENG		Literature	
ENG		Literature (English or American) . . . . .	3			(English or American)	
		Elective . . . . .	3			Music or Art App.	

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VETERINARY MEDICINE  
(PVET)

Advisor: Dr. Fisher

Upon successfully completing the veterinary medicine program of study, graduates should be able to enter the junior year of veterinary medicine at a four-year institution.

## FRESHMAN YEAR

First Semester				Second Semester			
CHE	1214	College Chemistry	4	CHE	1224	College Chemistry	
ENG	1113	English Composition	3	ENG	1123	English Composition	
MAT	1313	College Algebra	3	MAT	1323	Trigonometry	
BIO	2414	Zoology	4	BIO	2424	Zoology	
PSY	1513	General Psychology	3	SOC	2113	Intro. to Sociology	

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## SOPHOMORE YEAR

First Semester				Second Semester			
CHE	2424	Organic Chemistry	4	CHE	2434	Organic Chemistry	
PHY	2314	General Physics I	4	PHY	2324	General Physics II	
MUS	1113	Music Appreciation	3	BIO	2924	Microbiology	
		or		SPT	1113	Oral Communication	
ART	1113	Art Appreciation	3	HIS	1123	World Civilization	
HIS	1163	World Civilization	3				
		Elective	3				

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## TECHNICAL PROGRAMS

Technical training programs at East Central Community College are designed to prepare the student for employment upon completion of the specified program curriculum. Students who complete a two year program are then eligible to receive the Associate of Applied Science Degree. Students who complete the nine-month options in Business Technology and Computer Technology will receive certificates.

AUTOMATED MANUFACTURING TECHNOLOGY  
(AMAT)

Advisor: Mr. Burkes

Design and manufacturing techniques have changed in the last decade and are continuing to change at a rapid pace. In order to reduce overall cost, computers, robotics, lasers and other advanced techniques are now a stock item in the process from the systems design to the manufacturing process to the finished product. Upon successful completion of the program students should be able to operate, troubleshoot and repair an automated assembly line by systems configuration, set up, operational diagnostics and programming.

## FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Comp. I	3	AMT	1323	Principles of Fluid Power	3
TEL	1125	Basic Electricity for Electronics	5	TMA	1123	Tech Math II or Trig.	3
IWA	1113	Tech Math or Algebra	3	TEL	1225	Digital Microprocessor Principles	5
AMT	1213	Principles of Automated Systems	3	PMT	1113	Intro. to Mach. Tech.	3
TDD	1133	Intro. to CAD	3			Technical Elective	3

17

17

## SOPHOMORE YEAR

First Semester				Second Semester			
		Technical Elective . . . . .	3	TEL	2315	Electronic Communication . . . . .	5
		Social/Behavioral Science		PHY	2413	Survey of Physics II . . . . .	3
		Elective . . . . .	3	SPT	1113	Oral communication . . . . .	3
AMT	2343	Environmental Control . . . . .	3	AMT	2224	Automated Systems	
PHY	2313	Survey of Physics I . . . . .	3			Application & T/S . . . . .	4
AMT	2334	Robotics . . . . .	4	AMT	2233	Materials Required Planning/	
						Statistical Process	
						Control . . . . .	3

16

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## RECOMMENDED ELECTIVES:

Technical Electives

TDP 1313 Basic Computer Programming

TDP 1013 Intro. to Business



CSS 1213 Basic Computer Programming  
 Social/Behavioral Science Elective  
 SOC 2113 Intro. to Sociology  
 PSY 1513 General Psychology  
 ECO 2113 Principles of Economics

### BUSINESS TECHNOLOGY

The overall objective of the Business Technology Curriculum is to provide business training in theory and practical applications necessary for employment in business, industry, government agencies, and professional areas. The curriculum consists primarily of training to provide employable skills using up-to-date procedures, processes, and equipment.

The Associate in Applied Science degree is awarded for successful completion of any one of the following Business Technology options: Administrative Secretary, Administrative Assistant, and Microcomputer Office Specialist.

Upon successfully completing the business technology program, graduates should be able to apply the theory and practical applications necessary for employment in business, industry, government and professional areas.

The following courses are required for all two-year Business Technology majors.

### ADMINISTRATIVE SECRETARY (ADMS)

Advisors: Mrs. Bullock, Mrs. Ergle, Mrs. Pitts

The administrative secretary option provides training for employment as a secretary in organizations of every description. Duties range from taking dictation, typewriting, filing, routing mail, and answering the telephone to more complex work such as word processing, planning trips and meetings, and composing business correspondence.

Upon successful completion of this option, the students should be prepared for positions as administrative secretaries, administrative assistants, and office managers.

#### FRESHMAN YEAR

First Semester		Second Semester	
TSC	1113 or 1123 Typewriting . . . . 3	TSC	1123 or 2113 Typewriting . . . . 3
TSC	1213 or 1223 Shorthand . . . . 3	TSC	1223 or 2213 Shorthand . . . . 3
TSC	1813 Information Processing I . . . 3	TSC	2523 Business Calculations . . . . 3
TSC	1313 Records Management . . . . 3	TSC	2813 Word Processing I . . . . 3
ENG	1113 English Composition I . . . . 3	ENG	1123 Composition II . . . . 3
	Band, Choir, P.E., Varsity Sports, Social Usage . . . . 1		
<hr/> 16		<hr/> 18	

#### SOPHOMORE YEAR

First Semester		Second Semester	
ACC	1213 Accounting I . . . . . 3	TSC	2533 Machine Transcription . . . . 3
TSC	1613 Business English . . . . . 3	TSC	2613 Business Communications . . . 3
TOP	2623 Electronic Spreadsheet . . . 3	TSC	2913 Office Procedures . . . . . 3
SPT	1113 Oral Communication . . . . 3	PSY	1513 General Psychology . . . . . 3
	Math or Science . . . . . 3	TSC	2213 Shorthand or Elective . . . . 3
	Elective . . . . . 3		Business Elective . . . . . 3
<hr/> 15		<hr/> 18	

### ADMINISTRATIVE ASSISTANT (ADMA)

Advisors: Mrs. Bullock, Mrs. Ergle, Mrs. Pitts

Completion of the administrative assistant option provides an understanding of general business activities required of all office employees for occupational competence. Students gain mastery of the skills and a thorough knowledge of the subject matter essential for initial employment.

Upon successful completion of this option, students should be prepared for positions as typists, receptionists, machine transcriptionists, word processors, and record keepers.

#### FRESHMAN YEAR

First Semester		Second Semester	
TSC	1113 or 1123 Typewriting . . . . 3	TSC	1123 or 2113 Typewriting . . . . 3
TSC	1813 Information Processing I . . . 3	TSC	2833 Information Processing II . . . . 3
TSC	2523 Business Calculations . . . . 3	ENG	1123 English Composition II . . . . 3
ENG	1113 English Composition I . . . . 3	SPT	1113 Oral Communication . . . . 3
PSY	1513 General Psychology . . . . . 3	TSC	2813 Word Processing I . . . . . 3
	Band, Choir, P.E., Varsity Sports, Social Usage . . . . 1		
<hr/> 16		<hr/> 15	

#### SOPHOMORE YEAR

First Semester		Second Semester	
TSC	1313 Records Management . . . . 3	TSC	2613 Business Communications . . . 3
TSC	2823 Word Processing II . . . . . 3	TSC	2533 Machine Transcription . . . . 3
ACC	1213 Accounting I . . . . . 3		Business Electives . . . . . 6
TSC	1613 Business English . . . . . 3	ACC	1223 Accounting II . . . . . 3
	Math or Science . . . . . 3	TSC	2913 Office Procedures . . . . . 3
	Elective . . . . . 3		
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### MICROCOMPUTER OFFICE SPECIALIST (MCOS)

Advisors: Mrs. Bullock, Mrs. Ergle, Mrs. Pitts

This is the era of high technology—the age of information processing. To maintain a competitive edge in this fast-paced world, dynamic organizations sense a critical need to do more work in less time, thus, generating



reduced cost. As a result, high levels of productivity are required. To attain such a far-reaching goal, managers rely on benefits of progressively more powerful technologies, which include new concepts and new equipment as well as more highly qualified personnel.

Upon successful completion of this option, the students should be prepared for positions as word processors, supervisors of word processors, and managers of word processing operations.

#### FRESHMAN YEAR

First Semester			Second Semester		
TSC	1113	or 1123 Typewriting . . . . 3	TSC	1123	or 2113 Typewriting . . . . 3
TSC	1813	Information Processing I . . . . 3	TSC	2523	Business Calculations . . . . 3
TSC	1313	Records Management . . . . 3	ENG	1123	English Composition II . . . . 3
ENG	1113	English Composition I . . . . 3	TSC	2833	Information Proc. II . . . . 3
PSY	1513	General Psychology . . . . 3	ACC	1213	Accounting I . . . . 3
		Activity Elective . . . . 1			
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16					

#### SOPHOMORE YEAR

First Semester			Second Semester		
TSC	2523	Machine Transcription . . . . 3	TSC	2613	Business Communications . . . . 3
TSC	2813	Word Processing I . . . . 3	TDP	2723	Database Management . . . . 3
TSC	1613	Business English . . . . 3	SPT	1113	Oral Communication . . . . 3
TDP	2623	Electronic Spreadsheet . . . . 3	TSC	2913	Office Procedures . . . . 3
		Math or Science . . . . 3	TSC	2823	Word Processing II . . . . 3
		Elective . . . . 3	TSC	2933	Desktop Publishing . . . . 3
<hr/>			<hr/>		
15					

#### CERTIFICATE OPTION

The Business Technology certificate program is designed for those students who wish employable skills without earning a degree. To earn a certificate a student must complete 33 semester hours.

#### OFFICE ASSISTANT CERTIFICATE (OABC)

Advisors: Mrs. Bullock, Mrs. Egle, Mrs. Pitts

First Semester			Second Semester		
TSC	1113	or 1123 Typewriting . . . . 3	TSC	1123	or 2113 Typewriting . . . . 3
ACC	1213	Accounting . . . . 3	TSC	2523	Business Calculations . . . . 3
TSC	1813	Information Processing I . . . . 3	TSC	2613	Business Communications . . . . 3
TSC	1613	Business English . . . . 3	TSC	2813	Word Processing I . . . . 3
TSC	1313	Records Management . . . . 3	TDP	2623	Electronic Spreadsheet . . . . 3
			SPT	1113	Oral Communication . . . . 3
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15					

#### CHILDCARE SUPERVISION TECHNOLOGY (CCST)

Advisor: Ms. George

The student enrolled in Childcare Supervision Technology is required to successfully complete two academic years of study. An individual will receive an Associate in Applied Science degree. The student receives adequate instruction and training in curriculum planning and implementation. Experiences in coordination of activities in art, music, language arts, and other avenues of learning prepare the student for job placements in private and public day care centers, Head Start, teachers aides in public school systems, and other positions.

Upon successfully completing the childcare supervision technology program, graduates should be able to gain entry level employment in the childcare industry.

#### FRESHMAN

First Semester			Second Semester		
TCC	1113	Introduction to Early Childhood Education . . . . 3	TCC	1224	Child Development II . . . . 4
TCC	1214	Child Development I . . . . 4	TCC	1323	Music for Young Children . . . . 3
TCC	1313	Art for Young Children . . . . 3	TCC	1333	Language Arts for Young Children . . . . 3
ENG	1113	English Composition I . . . . 3	ENG	1123	English Composition II . . . . 3
PSY	1513	General Psychology . . . . 3	PSY	2513	Child Psychology . . . . 3
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16			16		

#### SOPHOMORE YEAR

First Semester			Second Semester		
TCC	2343	Child Nutrition and Health Care . . . . 3	TCC	2244	Child Development IV . . . . 4
TCC	2414	Methods and Materials of Teaching Preschool . . . . 4	TCC	2423	Administration of Preschool Programs . . . . 3
TCC	2234	Child Development III . . . . 4	SOC	2143	Marriage and Family . . . . 3
**		Science or Mathematics . . . . 3	**		Electives . . . . 3
HPR	2213	First Aid . . . . 3	SPT	1113	Oral Communications . . . . 3
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17			16		

\*\* Selected with approval of program adviser.

#### COMPUTER TECHNOLOGY

The objective of the Computer Technology program is to prepare students for successful careers in today's computer-oriented society. The emphasis is directed toward developing competence in computer operations and/or programming so that upon successful completion of a two-year program, graduates may seek entry level positions in business, industry, government, or professional areas as computer operators or computer programmers.











Third Semester			Fourth Semester		
AMT	2213	Social/Behavioral Science Elective . . . . .	PHY	2023	Survey of General Physics II . . . . .
		Prin. of Automated Systems . . . . .	MFT	2435	Adv. Welding and Cutting . . . . .
PHY	2313	Survey of Gen. Physics I . . . . .	AMT	1323	Principles of Fluid Power . . . . .
TDD	1113	Introduction to CAD . . . . .	PMT	1324	Drilling, Milling, and Sawing Processes . . . . .
SPT	1113	Oral Communication . . . . .			
		15			
		Recommended Electives			
		Technical Electives			
TDP	1313	Basic Computer Programming . . . . .			
CSC	1213	Basic Computer Programming . . . . .			
		Social/Behavioral Science Electives			
SOC	2113	Intro. to Sociology . . . . .			
PSY	1513	General Psychology . . . . .			
ECO	2113	Principles of Economics . . . . .			

### METAL FABRICATION TECHNOLOGY CERTIFICATE (MFTC)

First Semester			Second Semester		
MFT	1113	Intro. to Metal Fab. Technology . . . . .	MFT	1513	Interpreting Industrial Drawings and Applications . . . . .
MFT	1213	Fab. Layout and Measurement . . . . .	MFT	1613	Intro. to Brakes, Shears, Punch and Drill Presses . . . . .
PMT	1213	Blueprint Reading and Sketching . . . . .	MFT	1424	Special Welding Processes . . . . .
MFT	1313	Oxyacetylene Cutting, Brazing and Welding . . . . .	MFT	2435	Adv. Welding and Cutting . . . . .
MFT	1413	Basic Principles and Practices of Arc Welding . . . . .			
		15			

### PRECISION MACHINING TECHNOLOGY (PMAT)

Advisor: Mr. Richard Clark

This program is designed to prepare students to enter the machinist trade at the apprentice level. The student will be able to interpret blueprints, make necessary shop mathematical calculations, skillfully operate the lathe, shaper, milling machine, grinders, drills, and make precision measurements. Also, the student will be competent in machining methods, metallurgy, heat treatments of metals programming and operation of CNC equipment.

First Semester			Second Semester		
TMA	1113	Technical Math I or Algebra . . . . .	TMA	1213	Technical Math II or Trigonometry . . . . .
MAT	1113	English Composition I . . . . .	MAT	1123	Intro. to CAD . . . . .
ENG	1113	Intro. to Machine Technology . . . . .	TDD	1133	Basic Computer Programming . . . . .
PMT	1113	Blueprint Reading and Sketching . . . . .	CSC	1213	Principles of Fluid Power . . . . .
PMT	1213	Principles of Lathe OP and Setup . . . . .	AMT	1323	Drilling, Milling and Sawing Processes . . . . .
		16	PMT	1324	Advanced Blueprint Reading . . . . .
			PMT	1233	
					19
Third Semester			Fourth Semester		
AMT	1213	Principles of Automated Systems . . . . .	PSY	1513	General Psychology . . . . .
PMT	2233	Metallurgy . . . . .	PMT	2334	Principles and Operations of Grinding . . . . .
PHY	2313	Survey of Gen. Physics I . . . . .	PMT	2434	CNC Programming & Operations II . . . . .
PMT	2424	CNC Programming & Operations I . . . . .	PMT	2414	CAM Application . . . . .
MFT	1113	Intro. to Metal Fabrication Technology . . . . .	SPT	1113	Oral Communication . . . . .
		16			18

### PRECISION MACHINING TECHNOLOGY CERTIFICATE (PMTc)

Advisor: Mr. Richard Clark

First Semester			Second Semester		
TMA	1113	Technical Math I . . . . .	PMT	1233	Adv. Blueprint Reading . . . . .
PMT	1213	Blueprint Reading & Sketching . . . . .	PMT	1324	Drilling, Milling and Saw Processes . . . . .
PMT	1113	Intro. to Machine Technology . . . . .	PMT	2424	CNC Programming & Operations I . . . . .
PMT	1314	Principles of Lathe Operations & Setup . . . . .	PMT	2334	Principles & Operations of Grinding . . . . .
PMT	2233	Metallurgy . . . . .	TDD	1133	Intro. to CAD . . . . .
MFT	1413	Basic Principles and Practices of Arc Welding . . . . .			
		19			18

## VOCATIONAL PROGRAMS

The following East Central Community College Vocational Programs are designed to teach the students a trade. A certificate is issued upon satisfactory completion of one of the programs. Many job opportunities are available to those who complete one of the programs. These programs are scheduled to meet six hours a day, five days a week, unless otherwise specified in the course description. Classroom activities in each vocation and



related fields, as well as laboratory experiences are given each student. A vocational learning lab is provided to give additional training to students in each trade area. See Cosmetology daily schedule, which includes seven hours a day, five days a week.

### AUTOMOTIVE MECHANICS

Advisor: Mr. Green, Mr. Pearson

Upon successfully completing the automotive mechanics program the student should be prepared for employment in the field of automotive mechanics. Students receive practical experience in overhauling engines, transmissions, clutches, rear ends and in dealing with other problems that are encountered in repairing automobiles.

A student who has successfully completed two years of automotive mechanics at the secondary level, or one who has a sufficient amount of documented work or military experience in the automotive mechanics field, may elect to take a Challenge Exam. By scoring at or above the eighty percent accuracy level on the exam, the student will be permitted to enter the automotive mechanics program at the sophomore level. This will enable a student to complete the program in one year.

A student who completes the first year will receive a certificate in engine repair, engine performance, brakes and electrical systems. A student who completes the second year will receive a certificate in heating and air conditioning, suspension, manual drive train and axles and automatic transmission and transaxles.

#### BASIC (AUTM)

First Semester		Second Semester	
VAM	1119 Engine Repair . . . . . 9	VAM	1319 Electrical Systems . . . . . 8
VAM	1228 Engine Performance . . . . . 8	VAM	1418 Brake Systems . . . . . 8
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#### ADVANCED (AUME)

First Semester		Second Semester	
VAM	2119 Heating & A.C. . . . . 9	VAM	2319 Manual Drive Train . . . . . 9
VAM	2218 Suspension & Steering . . . . . 8	VAM	2428 Automatic Transmission/Transaxle . . . . . 8
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2,040 Clock Hours = 68 Semester Hours  
30 Clock Hours = 1 Semester Hour

### AUTOMOTIVE BODY & FENDER REPAIR (BODF)

Advisor: Mr. Germany

Upon successfully completing the automotive body and fender repair curriculum, graduates should be prepared for entry level, or higher, positions in the trade as body repairmen, frame repairmen, or refinishers. Students will be provided classes in theory and practical repair and refinish

work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to reach collision repair including glass replacement, welding, replacement of hardware and trim items. A student who completes the first year will receive a certificate in Basic Automotive Body and Fender Repair. A student who completes the second year will receive a certificate in Advanced Automotive Body and Fender Repair.

#### BASIC (BODF)

First Semester		Second Semester	
VDF	1113 Introduction to Auto Body . . . . . 3	VDF	1126 Basic Body & Frame Alignment . . . . . 6
VDF	1213 Welding GMAW, Arc, Gas . . . . . 3	VDF	1228 Body Repair and Refinishing I . . . . . 8
VDF	1316 Auto Body Basic Repairs . . . . . 6	VDF	1323 Hardware, Glass & Trim . . . . . 3
VDF	1415 Basic Painting . . . . . 5		
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#### ADVANCED (BOFE)

First Semester		Second Semester	
VDF	2133 Glass Inst., & Body Sealing . . . . . 3	VDF	2149 Production Frame and Body Repair . . . . . 9
VDF	2236 Body & Frame Repair II . . . . . 6	VDF	2248 Production Painting . . . . . 8
VDF	2338 Major Body Panel Replacement & Refinishing II . . . . . 8		
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2040 Clock Hours = 68 Semester Hours  
30 Clock Hours = 1 Semester Hour

### CARPENTRY & CABINET MAKING (CCMA)

Advisors: Mr. Blackburn, Mr. Lyons

This program is designed to prepare the student for the entry level of Carpentry and Cabiner Making trades. It provides training in the basic skills and technical knowledge in both rough and finish carpentry and in cabiner making. This training includes proper tools, equipment and material uses that are comparable to those that are used in the industry. This course of study will be centered around the performance of useful and/or productive jobs. A student who completes the first year will receive a certificate in Basic Carpentry. A student who completes the second year will receive a certificate in Advanced Carpentry.



### BASIC CARPENTRY (CCMA)

First Semester				Second Semester			
VCC	1114	Plans, Specification and Foundations . . . . .	4	VCC	1128	Cabinet Construction	
VCC	1215	Floor, Wall, Ceiling, Roof Framing & Roofing . . . . .	5	VCC	1225	Hardware, Trim & Laminates	
VCC	1318	Insulation, Exterior and Interior Finishing and Coordinating . . . . .	8	VCC		Cabinet Finishing	
			<hr/> 17				

### ADVANCED CARPENTRY (CACA)

First Semester				Second Semester			
VCC	2134	Blueprint Reading, Specs, Codes & Foundation . . . . .	4	VCC	2148	Cabinet Construction Techniques . . . . .	8
VCC	2235	Techniques in Framing and Roofing . . . . .	5	VCC	2245	Laminate Application Trim and Hardware . . . . .	8
VCC	2338	Exterior & Interior Finishing, Insulating and Coordinating . . . . .	8	VCC	2344	Cabinet Finishing . . . . .	4
			<hr/> 17				
2,040 Clock Hours . . . . .							68 Semester Hours
30 Clock Hours = One Semester Hour							

### COSMETOLOGY (COSM)

Advisors: Mrs. Chancellor, Mrs. Griffin

This course is designed for those who want to become cosmetologists. The course has been approved by the State Board of Education and the Mississippi Board of Cosmetology. It has the approval and support of beauty salon owners and operators throughout this area of the State.

A student enrolling must be at least 18 years of age or must have completed high school. If a student is over 18 years of age and has completed the 10th grade of high school or 10th grade equivalence of the GED, he/she may enroll.

During the training period, students must maintain an overall average grade of 85 to be eligible for State Board Examination in order to attain a license.

Fifteen hundred clock hours of training are required to complete the course. These 1500 hours are completed in the 12-month course.

First Semester			Second Semester				
VCO	1117	Introduction to Cosmetology . . . . .	7	VCO	1225	Cosmetology Theory II . . . . .	5
VCO	1213	Cosmetology Theory I . . . . .	3	VCO	1512	Manicure and Pedicure . . . . .	2
VCO	1311	Scalp and Hair Care Treatment . . . . .	1	VCO	1333	Permanent Waves . . . . .	3
VCO	1323	Hair Shaping and Styling . . . . .	3	VCO	1343	Hair Coloring and Lightening . . . . .	3
VCO	1412	Care and Styling of Wigs . . . . .	2	VCO	1352	Chemical Hair Relaxing . . . . .	2
			16				15
Third Semester							
VCO	1236	Cosmetology Theory III . . . . .	6				
VCO	1612	Facials and Makeup . . . . .	2				
VCO	1362	Thermal Techniques . . . . .	2				
VCO	1712	Beauty Salon Management . . . . .	2				
			12				

Students who lack entry level skills in math., English, science, etc. will be provided related studies.  
1500 Clock Hours . . . . . 35 Clock Hours = One Semester Hour . . . . . 43 Semester hours

### COSMETOLOGY TEACHER TRAINING (CTTC)

Advisors: Mrs. Chancellor, Mrs. Griffin

Approved by MISSISSIPPI STATE BOARD OF COSMETOLOGY  
For licensed Cosmetologist with minimum of two years experience.

Major Units of Instruction	Hours	Clock
VCO 2413 Teacher Trainee Observation	3	80
VCO 2416 The Professional Teacher	6	164
VCO 2433 Student Motivation and Learning	3	99
VCO 2449 Methods Management and Materials	9	332
VCO 2453 Testing and Evaluation	3	65
VCO 2461 Cosmetology Law, Rules, and Regulations	1	10
TOTAL	25	750

Requirements for entering program:

Must be 21 years of age to take State Board Exam

Read, write and speak English

Graduate of an accredited cosmetology school

Successfully completed 12 semester hours of approved academic coursework

Hold a current, valid Mississippi Cosmetology License

Two years active practical experience as a licensed cosmetologist



## ELECTRICITY (ELEC)

Advisor: Mr. Vaughn

The first year of this program is designed to provide training for placement of students at the entry level in the field of electricity. The curriculum is designed around the areas of residential wiring, both new construction and remodeling, commercial wiring in many types of conduits, and in the wiring of electric motors, by the use of conventional control stations. The program also contains the servicing and minor repair of both A/C and D/C motors. After completing this program the student will be able to work in the areas of residential construction, commercial construction, industrial electrical maintenance, and many other electrical trade fields.

The second year of the program is designed to provide advanced training for the placement of students at the entry level of industrial electricians in the area of electronic motor controls. With the influx of solid state controls in the industrial environment, the additional training in electronic control circuits, programmable controllers, and sophisticated A/C and D/C measurements has become needed for the industrial electrician.

A student who completes the first year will receive a certificate in Basic Electricity. A student who completes the second year will receive a certificate in Advanced Electricity.

### BASIC ELECTRICITY

First Semester				Second Semester			
VEL	1116	Basic Electricity . . . . .	6	VEL	1229	Industrial Motor Controls and Wiring I . . . . .	9
VEL	1218	Residential Wiring . . . . .	8	VEL	1412	Conduit Bendings . . . . .	2
VEL	1313	Basic Print Reading . . . . .	3	VEL	1513	A/C Motors . . . . .	3
				VEL	1523	D/C Motors . . . . .	3
			17				17

### ADVANCED ELECTRICITY

First Semester				Second Semester			
VEL	2125	Advanced Electricity . . . . .	5	VEL	2235	Industrial Motor Controls and Wiring II . . . . .	5
VEL	2615	Introduction to Solid State Circuits . . . . .	5	VEL	2716	Industrial Measurements . . . . .	6
VEL	2625	Solid State Devices . . . . .	5	VEL	2246	Programmed Industrial Controls . . . . .	6
VEL	2322	Advanced Print Reading . . . . .	2				
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2040 Clock Hours . . . . . 68 Semester Hours  
30 Clock Hours = One Semester Hour

## MASONRY (MATR)

Advisor: Mr. McElhenney

This program is designed to prepare an individual for gaining employment in the masonry trades. It provides the individual with the opportunity to acquire knowledge and develop skills within the limit of individual capabilities. This course includes theory and practical work on varied live projects.

The student should learn to lay brick and block to a line, operate a masonry saw, mix mortar, estimate materials, and point up and clean masonry. Upon successfully completing the masonry program the student should be able to enter the masonry field at the first year apprenticeship level.

Fall Semester				Spring Semester			
VMA	1113	History of Masonry, Tools Equipment & Masonry Materials . . . . .	3	VMA	1123	Methods of Estimating . . . . .	3
VMA	1217	Bonds, Patterns & Texture & Wall Types . . . . .	7	VMA	1227	Reinforced Masonry . . . . .	7
VMA	1317	Masonry Construction & Cleaning . . . . .	7	VMA	1327	Chimney & Fireplaces . . . . .	7
			17				17
1020 Clock Hours . . . . .				34 Semester Hours			
30 Clock Hours = 1 Semester Hour							

## REFRIGERATION & AIR-CONDITIONING (REAC)

Advisor: Mr. Miles

This Refrigeration & Air-Conditioning and Heating Course is designed to prepare students to enter the field of work at or above the entry level. The person will be able to install, service, troubleshoot and repair equipment in this field. Safety will be emphasized as well as trade terminology and employer-employee relations.

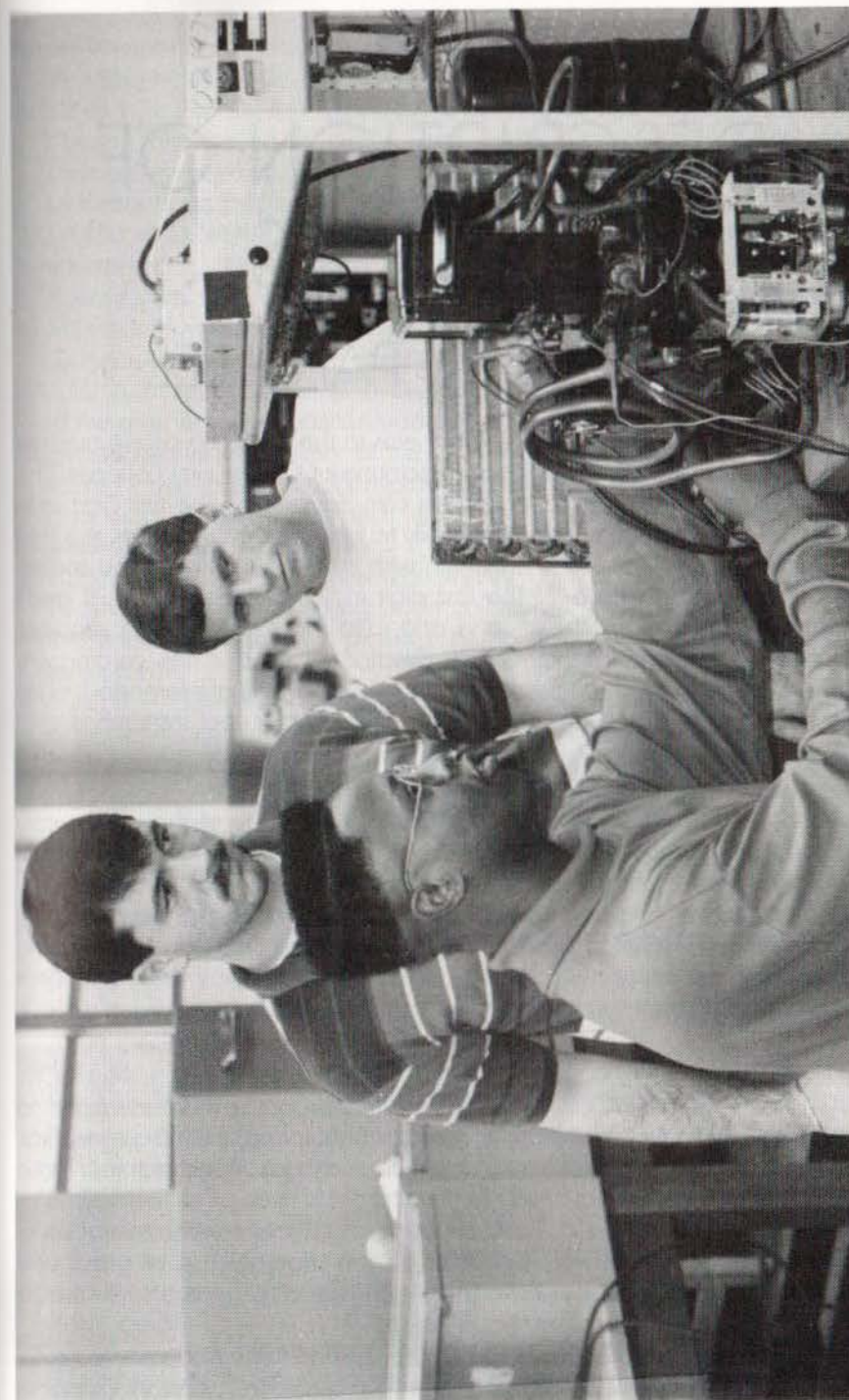
First Semester				Second Semester			
VAR	1114	Soldering, Brazing, Welding Pipe & Flaring Tubing . . . . .	4	VAR	1124	Basic Compression System & Servicing . . . . .	4
VAR	1214	Basic Compression Refrigeration . . . . .	4	VAR	1224	Compressor Construction . . . . .	4
VAR	1314	Wiring Diagrams . . . . .	4	VAR	1324	Thermostats . . . . .	4
VAR	1415	Domestic Refrigeration Fundamentals . . . . .	5	VAR	1425	Electric Motors and Controls . . . . .	5
			<hr/> 17				<hr/> 17



Third Semester				Fourth Semester			
VAR	2134	Refrigerants & Controls	4	VAR	2144	Load Calculations	4
VAR	2235	Commercial Systems	5	VAR	2244	Air Distribution	4
VAR	2334	Introduction to Heat	4	VAR	2344	Heat Pump	4
VAR	2434	Gas & Electric Heat	4	VAR	2445	Troubleshooting, Repairing & Customer Relations	4

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2040 Clock Hours . . . . . 30 Clock Hours = 1 Semester Hour . . . . . 64 Semester Hours





## CHAPTER 6

# DESCRIPTION OF COURSES

### UNIVERSITY PARALLEL

East Central Community College adheres to the common course number system adopted by the Mississippi Association of Community Colleges. The numbers for University Parallel Courses carry four digits. The first digit indicates the year that the course is normally taught. Generally courses required or recommended for freshmen begin with a 1 and courses at the sophomore level begin with a 2. The last digit indicates semester hours credit carried by the course. The second and third digits are used to separate courses within departments. Course descriptions used in this catalog are those adopted in the uniform numbering system and are intended to be equivalent to those courses at the same level at four-year institutions.

#### ACCOUNTING

- ACC 1213 — PRINCIPLES OF ACCOUNTING — A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. Three lectures and one hour laboratory. Three semester hours credit.
- ACC 1223 — PRINCIPLES OF ACCOUNTING — A continuation of Accounting 1213. Prerequisite: Accounting 1213. Three lectures and one hour laboratory. Three semester hours credit.

#### ART

- ART 1113 — ART APPRECIATION — A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphics, minor art, and industrial arts) on a conceptual basis. Three lectures. Three semester hours credit.
- ART 1313 — DRAWING I — Study of basic principles of construction of visual forms. Emphasis on line, perspective, and shading. Use of black and white media, pencil, charcoal. Required of art majors. Six hours laboratory. Three semester hours credit.
- ART 1323 — DRAWING II — (Prerequisite: ART 1213) Introduction to color dynamics and precision drawing as used in creative expression. Emphasis

on composition. Required of art majors. Six hours laboratory. Three semester hours credit.

- ART 1413 — DESIGN I — Emphasis on principles and materials in visual design. Introduction to theory and terms. Use of color theory and elementary lettering. Required of art majors. Six hours laboratory. Three semester hours credit.

- ART 1423 — DESIGN II — (Prerequisite: ART 1313 or special permission of the instructor). Continuation of basic principles of design, color, and texture. Creative approach to three dimensional design. Study of methods of water color, tempera and fluid media. Required of art majors. Six hours laboratory. Three semester hours credit.

- ART 1913 — ART FOR ELEMENTARY TEACHERS — Designed for the needs of the elementary education student. Includes essentials of public school art, study of development of the children's art, experiences with major forms of two-dimensional art problems, and experiences with a variety of media. Two lectures and two hours laboratory per week. Three semester hours credit.

- ART 2513 — PAINTING I — (Prerequisite: ART 1313, 1323, 1413 & 1423) Techniques used in painting water colors, oils, pastels, or other media, in still life and landscape pictures. Six hours laboratory. Three semester hours credit.

- ART 2613 — CERAMICS I — A studio course designed to cover the making of pottery from the building by hand or throwing on the potter's wheel to the application of ceramic glazes and the firing procedures. An appreciation of the ceramics of the past and present will be included. Six hours laboratory. Three semester hours credit.

#### BIOLOGY

- BIO 1134 — GENERAL BIOLOGY — A laboratory course in general biological principles including a survey of the kinds of plants and animals, their structure, and function, and relationships with each other and the environment. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 1144 — GENERAL BIOLOGY — A continuation of BIO 1134. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 2414 — ZOOLOGY — A laboratory course dealing with the application of biological principles to the study of animals including a survey of the kinds, their structure and function. Emphasis is on the invertebrates. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 2424 — ZOOLOGY — A continuation of BIO 2414 with emphasis on the vertebrates. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 2514 — HUMAN ANATOMY AND PHYSIOLOGY — Study is made of anatomy and physiology of the human body as an integrated whole



with more detailed studies of the skeletal, muscular, and nervous systems. Prerequisite: General Chemistry, Biology, or sophomore standing. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2524 — HUMAN ANATOMY AND PHYSIOLOGY — A continuation of Anatomy and Physiology 2514 in which the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems are studied. Prerequisite: Human Anatomy 2513. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2924 — MICROBIOLOGY — A survey of the microbes (microscopic organisms) of both plant and animal kingdoms, with emphasis and detailed study being placed on those affecting other forms of life, especially man. Laboratory is devoted to basic techniques of microbial study, such as culturing, identifying, control, anatomy, and life cycles. Three hours lecture and two hours laboratory. Four semester hours credit.

### BUSINESS ADMINISTRATION

BAD 2323 — BUSINESS STATISTICS — Introduction to statistical data for business management and control. Three lectures. Three semester hours credit.

BAD 2413 — THE LEGAL ENVIRONMENT OF BUSINESS — Designed to acquaint the student with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law, law of contracts, agency and employment, negotiable instruments and commercial paper. Three lectures. Three semester hours credit.

### CHEMISTRY

CHE 1214 — GENERAL CHEMISTRY I — Atomic and molecular structure, periodicity and atomic properties, stoichiometry, the mole concept, types of solutions, energy-enthalpy. Corequisite or prerequisite: college algebra.

CHE 1224 — GENERAL CHEMISTRY II — Gases, kinetics, equilibria, thermodynamics, electrochemistry, nuclear chemistry, coordination compounds. Prerequisites: satisfactory completion of General Chemistry I.

CHE 2424 — ORGANIC CHEMISTRY I — A study of the basic principles of carbon chemistry, bonding structure, and behavior; aliphatic compounds; identification and preparation of compounds. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: General Chemistry II.

CHE 2434 — ORGANIC CHEMISTRY II — A continuation of Chemistry 2424. A study of Aromatic and complex compounds. Three lectures and three

hours laboratory. Four semester hours credit. Prerequisite: Organic Chemistry I.

### COMPUTER SCIENCE

CSC 1113 — INTRODUCTION TO COMPUTER CONCEPTS — A basic course that advances concepts, terminology, and theory of modern computers and provides a background in programming languages. Three lectures. Three semester hours.

CSC 1213 — BASIC COMPUTER PROGRAMMING — The writing of programs using the BASIC computer language. It is not open to Data Processing or Computer Science majors. Three lectures. Three semester hours.

CSC 1123 — MICROCOMPUTER APPLICATIONS — Designed to teach the use of major applications packages as used on microcomputers in business, education, and other environments. The packages will include the DOS Operating System, Spreadsheet, Word Processing, Database, and Graphics. Three hours lecture with open lab. Three semester hours credit.

CSC 1313 — FORTRAN PROGRAMMING — Introduction to digital computers and computer programming using the FORTRAN language. Three lectures. Three semester hours.

CSC 1613 — COMPUTER PROGRAMMING I — Introduction to problem-solving methods and algorithm development; designing, debugging, & documentation in a high-level programming language with a variety of applications. Three hours lecture. Credit, three semester hours.

CSC 2623 — COMPUTER PROGRAMMING II — Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging & testing of larger programs. Three hours lecture. Credit, three semester hours. Prerequisite: Computer Programming I.

### ECONOMICS

ECO 2113 — PRINCIPLES OF ECONOMICS (MACROECONOMICS) — An introduction to economic principles, problems, and policies with emphasis on the monetary system and national income theory and measurement. Three lectures. Three semester hours credit.

ECO 2123 — PRINCIPLES OF ECONOMICS (MICROECONOMICS) — A continuation of Economics 2113 with emphasis on price and production theory and international trade. Three lectures. Three semester hours credit.

### EDUCATION

EDU 1111 — LIBRARY SCIENCE — This course provides information concerning the development of books and libraries and instruction in and practice of the skills necessary for selecting, locating, and using library material.



EDU 1321 — CAREER EXPLORATION — A course designed to assist students in determining career goals. Interest tests, personality inventories, and aptitude tests are given to help students determine career choices.

EDU 1411 — IMPROVEMENT OF STUDY — This course is designed to aid the student in three basic areas: adjustment to college life, development of good study skills, and the formation of good test-taking skills.

### ENGINEERING

EGR 2413 — ENGINEERING MECHANICS (STATICS) — Equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Distributed forces, structures, friction, and moments of inertia in three dimensions. Three hours lecture. Three semester hours credit.

### EDUCATIONAL PSYCHOLOGY

EPY 2513 — CHILD PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT I) — A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three semester hours credit.

EPY 2533 — HUMAN GROWTH AND DEVELOPMENT — A study of the growth and development of the human organism from conception through old age to death. Topics include changes in abilities and interests, social and emotional adjustments of each maturity level, and implications of growth and development to health professionals and others who work with people.

### ENGLISH

ENG 1103 — DEVELOPMENTAL ENGLISH I — This course covers basic reading and oral communication skills with special emphasis on comprehension and vocabulary building in reading and standard English pronunciation in speaking. Three hours per week. Three semester hours credit.

ENG 1203 — DEVELOPMENTAL ENGLISH II — This course covers the basis of English writing with emphasis on identifying and correcting the problems of individual students. The course involves sentence and paragraph writing, as well as practical writing such as business letters and resumes. Three hours per week. Three semester hours.

ENG 1113 — ENGLISH COMPOSITION — A study of grammar and composition, with emphasis on the sentence and the paragraph, readings, frequent themes. Three lectures. Three semester hours credit.

ENG 1123 — ENGLISH COMPOSITION — A continuation of English 1113 with emphasis on the whole composition. Readings, themes, and research paper required. Three lectures. Three semester hours credit.

ENG 1213 and 1223 — HONORS ENGLISH COMPOSITION — Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization and precise writing. Special attention given to critical reading, to written analysis, to using the library, and to documented research writing. Enrollment by invitation. Three semester hours credit each.

ENG 2133 — CREATIVE WRITING — Consent of the instructor is required. Writing the poem, the short story, and the play. Prerequisite: English Composition I.

ENG 2223 — AMERICAN LITERATURE I — Representative prose and poetry of the United States from colonial beginnings to Walt Whitman. Three lectures. Three semester hours credit.

ENG 2233 — AMERICAN LITERATURE II — Representative prose and poetry of the United States from Walt Whitman to the present. Three lectures. Three semester hours credit.

ENG 2323 — ENGLISH LITERATURE I — A survey of English literature from Beowulf through the Age of Neo-Classicism. Three lectures. Three semester hours credit.

ENG 2333 — ENGLISH LITERATURE II — A survey of English literature from the Age of Revolution and Romance to the present time. Three lectures. Three semester hours credit.

ENG 2353 — HONORS ENGLISH LITERATURE I — (Prerequisite: six semester hours in Freshman Composition) Designed for students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. A study of English Literature from its beginnings until 1798. An individualized course with attempts to program the study of literature to the student's major interests and skills. Enrollment by invitation.

ENG 2363 — HONORS ENGLISH LITERATURE II — (Prerequisite: six semester hours in Freshman Composition) Designed for students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. A study of English Literature from 1798 until the present. An individualized course which attempts to program the study of literature to the student's major interest and skills. Enrollment by invitation.

### HEALTH PHYSICAL EDUCATION AND RECREATION

HPR 1131 — VARSITY SPORTS — Participation in football, basketball, baseball, tennis, golf, or cheerleading. One semester hour credit.

HPR 1141 — VARSITY SPORTS — Participation in football, basketball, baseball, tennis, golf, or cheerleading. One semester hour credit.

HPR 1213 — PERSONAL AND COMMUNITY HEALTH — Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of



- home, school, and health agencies. Three lectures. Three semester hours credit.
- HPR 1313 — INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION — Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three semester hours credit.
- HPR 1551 — FITNESS AND CONDITIONAL TRAINING — This is a laboratory course in weight lifting which is open to the general student. Two hours laboratory.
- HPR 1561 — FITNESS AND CONDITIONING TRAINING — This is a laboratory course in weight lifting which is open to the general student. Two hours laboratory.
- HPR 2131 — VARSITY SPORTS — Participation in football, basketball, baseball, tennis, golf, or cheerleading. One semester hour credit.
- HPR 2141 — VARSITY SPORTS — Participation in football, basketball, baseball, tennis, golf, or cheerleading. One semester hour credit.
- HPR 2213 — FIRST AID — Instruction and practice in methods prescribed in the American Red Cross standard and advanced courses. Three lectures. Three semester hours credit.
- HPR 2323 — RECREATIONAL LEADERSHIP — Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three semester hours credit.
- HPR 2531 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in tennis. Two hours per week. One semester hour credit.
- HPR 2541 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in golf fundamentals, rules, and etiquette. Two hours per week. One semester hour credit.
- HPR 2551 — FITNESS AND CONDITIONING TRAINING — Lecture and practice in weights and conditioning. Two hours per week. One semester hour credit.
- HPR 2561 — FITNESS AND CONDITIONING TRAINING — Lecture and practice in weights and conditioning. Two hours per week. One semester hour credit.

### HISTORY

- HIS 1163 — WORLD CIVILIZATION I — A survey of man's struggle for civilization from early times to the times of the Commercial Revolution and the New Society. Covers all major areas of the world with all receiving appropriate attention. Three lectures, three semester hours credit.

- HIS 1173 — WORLD CIVILIZATION II — A continuation of HIS 1163 from the Age of Absolutism through a survey of Modern World Problems. Emphasis again placed, as appropriate, on all areas of the world. Three lectures; three semester hours credit.
- HIS 2213 — AMERICAN (U.S.) HISTORY I — A survey of U.S. history from the period of discovery and exploration through Reconstruction.
- HIS 2223 — AMERICAN (U.S.) HISTORY II — A survey of U.S. history from Reconstruction to the present. Three lectures. Three semester hours credit.
- HIS 2243 — HONORS AMERICAN (U.S.) HISTORY I — Substitutes for HIS 2213. Survey of political, economic, and social developments to 1877. Special projects and recitations required. Instructor approval required.
- HIS 2253 — HONORS AMERICAN (U.S.) HISTORY II — Substitutes for HIS 2223. Continued survey of political, economic, and social developments since 1877. Special projects and recitations required. Instructor approval required.

### HOME ECONOMICS

- HEC 1111 — SOCIAL USAGE — The essentials of good manners and accepted standards of social usage. One lecture. One semester hour credit.
- HEC 1131 — INTRODUCTION TO MODELING — A course designed to teach students all the fundamentals of visual poise together with modeling techniques. Through this course, a student will learn not only basic rules for modeling, but will also learn the various fields of modeling and will gain experience modeling and writing commentaries. Two hours laboratory. One semester hour credit.
- HEC 1141 — MODELING — A course designed to practice modeling and to train students to be professional models. The students will participate in style shows and for various other audiences. Prerequisite: Introduction to Modeling and selection to Fashion Squad. Two hours laboratory. One semester hour activity credit.
- HEC 1253 — NUTRITION — This course is a study of nutrients required for normal growth and applied to the selection of food for ingestion, metabolic process of digestion, assimilation and absorption.

### HUMANITIES

- HUM 1113 — HUMANITIES — Deals with the achievements of Western man as reflected in the art, architecture, and customs of selected European countries. This course consists of a tour which culminates in a supervised project to be completed by the student. With the completion of the tour and the project, a student shall earn three semester hours of credit in the humanities.



## JOURNALISM

- JOU 1111 — COLLEGE PUBLICATIONS — A laboratory course in college newspaper and yearbook production.
- JOU 1121 — COLLEGE PUBLICATIONS — A continuation of JOU 1111.
- JOU 2111 — COLLEGE PUBLICATIONS — A continuation of JOU 1121.
- JOU 2121 — COLLEGE PUBLICATIONS — A continuation of JOU 2111.

## MATHEMATICS

- MAT 1203 — DEVELOPMENTAL ALGEBRA — Elementary Algebra. Three hours. Three semester hours credit.
- MAT 1233 — INTERMEDIATE ALGEBRA — (Prerequisite: One year high school algebra or MAT 1203) This course is designed for students whose qualifications are deficient for College Algebra or Technical Math. Materials covered include algebraic factoring, fractions, problem solving, roots and radicals, quadratics, graphs, simultaneous equations, and basic geometric concepts.
- MAT 1313 — COLLEGE ALGEBRA — A review of algebraic operations, systems of linear equations, and a study of logarithms, determinants, progressions, binomial theorem, partial fractions, and theory of equations. Three lectures. Three semester hours credit.
- MAT 1323 — TRIGONOMETRY — The study of solutions of right and oblique triangles, identities, trigonometric equations, and polar and parametric equations. Three lectures. Three semester hours credit.
- MAT 1333 — FINITE MATHEMATICS — Review of systems of linear equations and inequalities in two and three variables, linear programming, basic methodology of calculus with orientation toward business decision-making. Three lectures. Three semester hours credit.
- MAT 1613 — CALCULUS I — Coordinate systems, basic theorems of analytic functions, limits, the derivative, the integral, differentiation and integration of algebraic functions, and applications. Three lectures. Three semester hours credit. (1823)
- MAT 1623 — CALCULUS II — Differentiation and integration of transcendental functions, the definite integral, methods of integration, applications. Three lectures. Three semester hours credit. Prerequisite: MAT 1613.
- MAT 1723 — THE REAL NUMBER SYSTEM — Structure and properties of number systems of arithmetic. Limited to students preparing to teach. Three lectures. Three semester hours credit. Prerequisite: College Algebra or sophomore standing.
- MAT 1733 — INFORMAL GEOMETRY AND ALGEBRA — Basic ideas and structure of algebra; intuitive foundations of geometry. Three lectures. Three semester hours credit. Prerequisite: College Algebra.
- MAT 2613 — CALCULUS III — Solid analytics vector, improper integrals, line integration. Three lectures. Three semester hours credit.

- MAT 2623 — CALCULUS IV — Infinite series, partial differentiation, multiple integrals. Three lectures. Three semester hours credit. Prerequisite: MAT 2613.
- MAT 2913 — DIFFERENTIAL EQUATIONS — Solution of first and higher order differential equations; existence theorems; solution by series; and application to problems in geometry, physics and chemistry. Three lectures. Three semester hours credit. Prerequisite: MAT 2623.

## MODERN FOREIGN LANGUAGE

- MFL 1113 — ELEMENTARY SPANISH I — Designed to develop language skills of speaking, reading and writing. Phonetic symbols are used to aid correct pronunciation. Three lectures. Three semester hours credit.
- MFL 1123 — ELEMENTARY SPANISH II — A continuation of Spanish 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three lectures. Three semester hours credit.
- MFL 2213 — INTERMEDIATE SPANISH I — A verb and grammar review and a further development of language skills. Reading materials used have literary and cultural value. Recording equipment is available for student's use. Conversaphone tapes are used.
- MFL 2223 — INTERMEDIATE SPANISH II — A continuation of Spanish 2213. Special attention is given to rapid reading. Recording equipment permits the student to record and listen to his own and other students use of the language.

## MUSIC FOUNDATIONS

(Education, History, Literature and Theory)

- MUS 1113 — MUSIC APPRECIATION — Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three semester hours credit.
- MUS 1123 — MUSIC SURVEY (Majors) — Listening course, designed to acquaint the music major with basic stylistic traits of the major eras of music history from the renaissance to the present. Three lectures. Three semester hours credit.
- MUS 1133 — FUNDAMENTALS OF MUSIC — Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions.
- MUS 1214 — MUSIC THEORY I — Basic training in harmonic, melodic, and rhythmic elements of music. Four-part writing, ear-training, dictation, keyboard-harmony, and sight singing. Three lectures and two hours laboratory. Four semester hours credit.



- MUS 1224 — MUSIC THEORY II — A continuation of MUS 1214. Three lectures and two hours laboratory. Four semester hours credit.
- MUS 2214 — MUSIC THEORY III — A continuation of MUS 1224. Three lectures and two hours laboratory. Four semester hours credit.
- MUS 2224 — MUSIC THEORY IV — A continuation of MUS 2214. Three lectures and two hours laboratory. Four semester hours credit.
- MUS 2513 — MUSIC FOR CHILDREN I — Music course designed for elementary education majors. A study of the fundamentals of music, singing activities, accompanying skills and the application of teaching music to children. Three lectures. Three semester hours credit.

### MUSIC APPLIED

(Brass, Guitar, Organ, Percussion, Piano, Voice and Woodwinds)

All applied music requires one half-hour lesson per semester hour credit. All students interested in Applied Music are to consult the instructor before scheduling.

- MUA 1141, 1151, 2141, 2151 — BRASS FOR NON-MAJORS (Elective Brass) I, II, III, & IV — Half-hour lesson. One semester hour credit.
- MUA 1172, 1182, 2172, 2182 — BRASS FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1242, 1252, 2142, 2252 — GUITAR FOR MAJORS I, II, III, & IV — One hour lessons. Two semester hours credit.
- MUA 1331, 1341, 2331, 2341 — ORGAN FOR NON MAJORS (Elective Organ) I, II, III, & IV — Half-hour lesson. One semester hour credit.
- MUA 1362, 1372, 2362, 2372 — ORGAN FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1441, 1451, 2441, 2451 — PERCUSSION FOR NON-MAJORS (Elective Percussion) I, II, III, & IV — Half-hour lesson. One semester hour credit.
- MUA 1511, 1521, 2511, 2521 — CLASS PIANO I, II, III, & IV — One hour lesson. One semester hour credit.
- MUA 1541, 1551, 2541, 2551 — PIANO FOR NON-MAJORS (Elective piano) - Prerequisite: Previous piano study) I, II, III, & IV - Half-hour lesson. One semester hour credit.
- MUA 1572, 1582, 2572, 2582 — PIANO FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1711, 1721, 2711, 2721 — CLASS VOICE I, II, III, & IV — One-hour lesson. One semester hour credit.
- MUA 1741, 1751, 2741, 2751 — VOICE FOR NON-MAJORS I, II, III, & IV — One-half hour lesson. One semester hour credit.
- MUA 1772, 1782, 2772, 2782 — VOICE FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1841, 1851, 2841, 2851 — WOODWINDS FOR NON-MAJORS (Elective Woodwinds) I, II, III, & IV — Half-hour lesson. One semester hour credit.

- MUA 1872, 1882, 2872, 2882 — WOODWINDS FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1472, 1482, 2472, 2482 — PERCUSSION FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

### MUSIC ORGANIZATIONS

(Marching Band, Centralettes, Concert Band, Jazz Band, Pit Orchestra, Chorus, Collegians)

- MUO 1111, 1121, 2111, 2121 — BAND I, II, III, & IV — One semester hour credit.
- MUO 1141, 1151, 2141, 2151 — COLLEGIANS I, II, III, & IV — One semester hour credit.
- MUO 1171, 1181, 2171, 2181 — JAZZ BAND I, II, III, & IV — One semester hour credit.
- MUO 1211, 1221, 2211, 2221 — CHOIR I, II, III, & IV — One semester hour credit.
- MUO 1241, 1251, 2241, 2251 — ACCENTS I, II, III, & IV — One semester hour credit.

### PHILOSOPHY AND BIBLE

- PHI 1113 — OLD TESTAMENT SURVEY — This is a study of the Old Testament covering the recorded events prior to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy and poetry.
- PHI 1133 — NEW TESTAMENT SURVEY — This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in Gospels, Acts, and the other New Testament books.

### PHYSICS

- PHY 2313 — SURVEY OF GENERAL PHYSICS I — A study of laws of mechanics, heat, and sound. Two lectures and two hours laboratory. Three semester hours credit.
- PHY 2323 — SURVEY OF GENERAL PHYSICS II — A study of laws of electricity and light. Two lectures and two hours laboratory. Three semester hours credit.
- PHY 2414 — GENERAL PHYSICS — The fundamental concepts and laws of mechanics, heat and sound. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: MAT 1323.
- PHY 2424 — GENERAL PHYSICS — The fundamental concepts and laws of electricity, magnetism, light and modern physics. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: PHY 2414.
- PHY 2514 — GENERAL PHYSICS 1-A — Taught with the aid of calculus. A study of mechanics, heat, and sound. Primarily for engineering, science,



and mathematics students. Three hours lecture and three hours laboratory. Four semester hours credit. Prerequisite: MAT 1623 corequisite MAT 2613.

PHY 2524 — GENERAL PHYSICS 11-A — Taught with the aid of calculus. A study of magnetism, electricity, and light. Primarily for engineering. Three hours lecture and three hours laboratory. Four semester hours credit. Prerequisite: PHY 2514.

### POLITICAL SCIENCE

PSC 1153 — Honors American National Government substitutes for PSC 1113. Survey of the organizations, political aspects of and basis for American Government. Special projects and recitations required. Instructor approval required.

PSC 1113 — AMERICAN NATIONAL GOVERNMENT — Survey of the organizations, political aspects of and basis for American Government. Three lectures. Three semester hours credit.

PSC 1123 — AMERICAN STATE AND LOCAL GOVERNMENT — Relationship between state and federal government and between states and their subdivisions; organization, function, and operation of executive, legislative, and judiciary; elections and suffrage generally, Mississippi particularly. Three lectures. Three semester hours credit.

### PSYCHOLOGY

PSY 1513 — GENERAL PSYCHOLOGY — An introduction to the scientific study of human behavior. Includes history and methods of psychology, growth and development, principles of learning, sensation and perception, thinking, statistics, personality, and intelligence. Three lectures. Three semester hours credit.

### SECRETARIAL SCIENCE

SEC 1113 — ELEMENTARY TYPEWRITING — Introduction to the keyboard with emphasis on developing correct typewriting techniques and applying this acquired skill to the typewriting of business letters, tables, outlines, and manuscripts. Three semester hours credit.

SEC 1123 — INTERMEDIATE TYPEWRITING — (Prerequisite: Elementary Typewriting or equivalent). Continuation of drills for speed and accuracy and the study of letter styles, business forms, manuscripts, and tabulation. Three semester hours credit.

SEC 1213 — ELEMENTARY SHORTHAND — Introduction to the theory and practice of Gregg shorthand with emphasis on the development of speed and accuracy in reading and writing. Three semester hours credit.

SEC 1223 — INTERMEDIATE SHORTHAND — (Prerequisite: Elementary shorthand or equivalent and typewriting). Review of the principles of

shorthand with emphasis on speed and accuracy in dictation and transcription. Three semester hours credit.

SEC 2533 — WORD PROCESSING I — (Prerequisite: Typewriting/Keyboarding and an Introductory Computer Course) instruction in the use of the microcomputer/word processor. Three semester hours credit.

### SOCIOLOGY

SOC 2113 — INTRODUCTION TO SOCIOLOGY — Deals with human relationships. Students will receive a synopsis of the whole field of sociology including the social world, the social and cultural process within this world, and the integration of the processes in relation to the individual, the group, and the institution. Three lectures. Three semester hours credit.

SOC 2143 — MARRIAGE AND FAMILY — A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of social-economic adjustments to society. Three lectures. Three semester hours credit.

### SPEECH AND THEATRE

SPT 1113 — ORAL COMMUNICATION (PRINCIPLES OF SPEECH) — Correct and effective English: correct pronunciation and enunciation, breath control, study and practice in making speeches for all occasions, and emphasis on organization of material and practice in speaking before the group. Three lectures. Three semester hours credit.

SPT 1213 — FUNDAMENTALS OF THEATRE — A basic course in the theatre arts. An introduction to the cultural, historical, and social aspects of the drama and investigation of essential elements of play production. Three lectures. Three semester hours credit.

SPT 1233 - ACTING — An introduction to the theatre and the art of acting. Emphasis is placed on the technical aspects of acting and on the expressive use of the body in stage movement. Classroom work in mime and the presentation of scenes from plays prepare the student for required performance in either a workshop or major production. A production laboratory in connection with the class introduces the student to the technical phases of the theatre which contribute to the effectiveness of the work of the actor. Three lectures. Three semester hours credit.

SPT 1241 — Drama Production I — Participation in college drama productions.

SPT 1251 — Drama Production II — Participation in college drama.

SPT 2241 — Drama Production III — Participation in college drama.

SPT 2251 — Drama Production IV — Participation in college drama.



## TECHNICAL

### AUTOMATED MANUFACTURING TECHNOLOGY

AMT 1213 — PRINCIPLES OF AUTOMATED SYSTEMS — Beginning with an overview of automation and its history, this course provides a basic study in requirements for automation and subsystem technology such as hydraulic, pneumatic, electronic and electromechanical. Three hours lecture. Three semester hours credit.

AMT 1323 — PRINCIPLES OF FLUID POWER — Basic principles and practical applications of hydraulic, pneumatics, and electromechanics. Emphasis on operation and application of pressure intensifier, torque devices, pumps, motors, fundamentals of reservoirs and pumps, accumulators, and safety. Also this subject will cover electrical devices, circuits, and systems used for control purposes in industry. Two hours lecture, two hours laboratory. Four semester hours credit.

AMT 2224 — AUTOMATED SYSTEMS APPLICATION AND TROUBLE SHOOTING — Includes studies and lab work including the application, operation, diagnostics of subsystems using electronic sensors, optical encoders, and programmable controllers integrated with hydraulics, pneumatics, and other electro-mechanical devices. Two hours lecture, four hours laboratory. Four semester hours credit.

AMT 2233 — MATERIALS REQUIRED PLANNING/STATISTICAL PROCESS CONTROL — This course introduces concepts in production management control and quality control.

AMT 2334 — ROBOTICS — Course deals with specific details of robot systems technology, beginning with basic concepts, lecture and lab work enables the student to develop hands-on experience in the systems operation, application programming, diagnostics, and safety of industrial grade robots. Two hours lecture, four hours laboratory. Four semester hours credit.

AMT 2343 — ENVIRONMENTAL CONTROL — To introduce students to the wide variety of environments required to be maintained in manufacturing processes such as temperature, humidity, particles suspended in air, inert and toxic gas, caustic chemicals, flammable and explosive materials, etc. and the methods used to monitor and control these environments. Three hours lecture. Three semester hours credit.

### BUSINESS TECHNOLOGY

TSC 1013 — INTRODUCTION TO BUSINESS — Introduction to business principles, organizations, and procedures. Three semester hours credit.

TSC 1113 — ELEMENTARY TYPEWRITING — Introduction to the keyboard with emphasis on developing correct typewriting techniques and applying the acquired skill to the typewriting of business letters, tables, outlines, and

manuscripts. Three semester hours credit. Two hours lecture and two hours laboratory.

TSC 1123 — INTERMEDIATE TYPEWRITING — (Prerequisite: Elementary Typewriting or equivalent). Continuation of drills for speed and accuracy and the study of letter styles, business forms, manuscripts, and tabulation. Three semester hours credit. Two hours lecture and two hours laboratory.

TSC 1213 — SHORTHAND I — Introduction to the theory and practice of Gregg shorthand with emphasis on the development of speed and accuracy in reading and writing. Three semester hours credit. Two hours lecture and two hours laboratory.

TSC 1223 — SHORTHAND II — (Prerequisite: Shorthand I or equivalent and Typewriting). Review of the principles of shorthand with emphasis on speed and accuracy in dictation and transcription. Three semester hours credit. Two hours lecture and two hours laboratory.

TSC 1313 — RECORDS MANAGEMENT — Introduction to the major filing systems with emphasis on information retrieval, retention and disposal of records, selection of supplies and equipment, and an introduction to electronic filing. Three semester hours credit. Two hours lecture and two hours laboratory.

TSC 1613 — BUSINESS ENGLISH — A review of correct English usage including parts of speech, word choice, punctuation, and capitalization. Emphasizes those aspects of English that are directly applicable to writing effective business letters. Three semester hours credit. Two hours lecture and two hours laboratory.

TSC 1813 — INFORMATION PROCESSING I — (Prerequisite: Typewriting). Introduction to information processing concepts and applications including operating systems, word processing, electronic spreadsheet, and data base management. Three semester hours credit. Two hours lecture and two hours laboratory.

TSC 2113 — ADVANCED TYPEWRITING — (Prerequisite: Intermediate Typewriting). Emphasis on skill building and production in specialized areas. Three semester hours credit. Two hours lecture and two hours laboratory.

TSC 2213 — SHORTHAND III — (Prerequisite: Shorthand II). Emphasis on building vocabulary of different types of businesses, mailable transcripts, and dictation and transcription speed. Three semester hours credit. Two hours lecture and two hours laboratory.

TSC 2523 — BUSINESS CALCULATIONS — Study of the fundamental process, fractions, decimals, percentages, and problem solving using an electronic calculator operated with touch control as applied to business operations. Three semester hours credit. Two hours lecture and two hours laboratory.

TSC 2533 — MACHINE TRANSCRIPTION — (Prerequisite: Typewriting). Instruction in the use of transcribing machines to prepare mailable



- business correspondence. Three semester hours credit. Two hours lecture and two hours laboratory.
- TSC 2613 — BUSINESS COMMUNICATIONS — (Prerequisite: Business English and proficiency in typewriting). Instruction in composing different types of business letters with emphasis on the application of grammar, typewriting, speech, and human relations skills. Three semester hours credit. Two hours lecture and two hours laboratory.
- TSC 2813 — WORD PROCESSING I — (Prerequisite: Typewriting/Keyboarding and Introduction to Information Processing). Instruction in the use of the microcomputer/word processor. Three semester hours credit. Two hours lecture and two hours laboratory.
- TSC 2823 — WORD PROCESSING II — (Prerequisite: TSC 2813 Word Processing I). Advanced instruction and applications in the use of the microcomputer/word processor. Three semester hours credit. Two hours lecture and two hours laboratory.
- TSC 2833 — INFORMATION PROCESSING II — (Prerequisite: Information Processing I). Continuation of Information Processing I with additional study to include telecommunications, electronic mail, and other microcomputer applications to reflect current technology. Emphasis is placed on supervisory skills and management techniques. Three semester hours credit. Two hours lecture and two hours laboratory.
- TSC 2913 — OFFICE PROCEDURES — (Prerequisite: Typewriting). Study and application of modern office systems and practices. Three semester hours credit. Two hours lecture and two hours laboratory.
- TSC 2933 — DESKTOP PUBLISHING — (Prerequisite: Word Processing II). Introduction to desktop publishing concepts. Elements of attractive page layout and design will be stressed. Desktop publishing software will be used to develop a set of publishing projects. Three semester hours credit. Two hours lecture and two hours laboratory.

### CHILDCARE SUPERVISION TECHNOLOGY

- TCC 1113 — INTRODUCTION TO EARLY CHILDHOOD EDUCATION — An overview of goals, children, schools, techniques and curriculum; past, present and future of early childhood education. Two hours lecture, two hours observation and laboratory experience. Three semester hours credit.
- TCC 1214 — CHILD DEVELOPMENT I — An introductory study of the various stages of development from conception through toddlerhood with emphasis on the physical, social, emotional, and cognitive aspects of development and the influence of the cultural environment. Three hours lecture, two hours laboratory. Four semester hours credit.
- TCC 1313 — ART FOR YOUNG CHILDREN — Experience with children's art in a variety of media: the value of creative art, selection and objective

- use of art. Two hours lecture, two hours laboratory. Three semester hours credit.
- TCC 1224 — CHILD DEVELOPMENT II — A study of preschool ages three through six. Characteristics of physical, cognitive, emotional and social development and planned influences on behavior. Three hours lecture, two hours laboratory. Four semester hours credit.
- TCC 1323 — MUSIC FOR CHILDREN — Fundamentals of music and music terminology for its incorporation into other areas of the curriculum. Overview of materials used. Two hours lecture, two hours laboratory. Three semester hours credit.
- TCC 1333 — LANGUAGE ARTS FOR YOUNG CHILDREN — A study of importance and significance of language development for the preschool child. Creative activities to stimulate language development. Emphasis will be placed on literature that will promote communications skills both verbal and non-verbal. Two hours lecture, two hours laboratory. Three semester hours credit.
- TCC 2343 — CHILD NUTRITION AND HEALTH CARE — Basic human nutrition, nutritional values of foods, menu planning, nutritional needs for young children, and preparation of meals. Two hours lecture, two hours laboratory. Three semester hours credit.
- TCC 2414 — METHODS OF MATERIALS OF TEACHING PRESCHOOL — Critical analysis of teaching materials and their organization into units. Special consideration of math, science and social concepts. Construction of creative teaching materials. Two hours lecture, four hours laboratory. Four semester hours credit.
- TCC 2234 — CHILD DEVELOPMENT III — Supervised experiences in nursery, laboratory school; planning and presenting various types of learning experiences for young children. Two hours lecture, four hours laboratory. Four semester hours credit.
- TCC 2244 — CHILD DEVELOPMENT IV — A continuation of the activities and discussions in Child Development III. Two hours lecture. Four hours laboratory. Four semester hours credit.
- TCC 2423 — ADMINISTRATION OF PRESCHOOL PROGRAMS — Overview of the complete preschool program operation including philosophy, program, personnel, equipment, curriculum and the place of the center in the community. A survey of childcare facilities is made. Two hours lecture, two hours laboratory. Three semester hours credit.

### COMPUTER TECHNOLOGY

- TDP 1013 — INTRODUCTION TO BUSINESS — Introduction to business principles, organization and procedures. Three hours lecture. Three hours credit.
- TDP 1213 — COMPUTER OPERATIONS — This course is a study of the operation of the System/36 Computer. The operation control language,



utility programs, and SSP procedures for the System/36 are included. Two hours lecture, two hours laboratory. Three semester hours credit.

TDP 1113 — COMPUTER CONCEPTS — This course is a study of the functions and capabilities of computers. The student becomes familiar with the organization of computers and their uses in today's computer-oriented society. Two hours lecture, two hours laboratory. Three semester hours credit.

TDP 1313 — BASIC PROGRAMMING — This course is a study of the BASIC programming language. Students will gain experience by programming and debugging problems using BASIC. Two hours lecture, two hours laboratory. Three semester hours credit.

TDP 1314 — RPG PROGRAMMING — (Prerequisite: TDP 1213 and TDP 1113.) This course includes study of the Report Program Generator programming language. Students will become proficient in RPG by programming problems typical of those performed in data processing installations. Three hours lecture, two hours laboratory. Four semester hours credit.

TDP 1223 — ADVANCED COMPUTER OPERATIONS — (Prerequisite: TDP 1213 and TDP 1113.) This course is a continuation of TDP 1213. Advanced operational procedures on the System/36 will be included. Two hours lecture, two hours laboratory. Three semester hours credit.

TDP 2324 — RPG PROGRAMMING II — (Prerequisite: TDP 1314.) This course is a continuation of TDP 1314. Emphasis will be placed on file processing and more advanced RPG programming. Three hours lecture, two hours laboratory. Four hours credit.

TDP 2514 — COBOL PROGRAMMING I — This course is directed toward reaching effective and efficient use of COBOL programming instructions. Students will gain programming experience by programming and debugging typical business programs using COBOL. Three hours lecture, two hours laboratory. Four hours credit.

TDP 2524 — COBOL PROGRAMMING II — (Prerequisite: TDP 2514.) This course is a continuation of TDP 2514. Emphasis will be placed on file processing and more advanced COBOL programming. Three hours lecture, two hours laboratory. Four hours credit.

TDP 2414 — SYSTEMS ANALYSIS AND DESIGN — (Prerequisite: TDP 2324.) The field of system analysis and design is surveyed. The student will develop, analyze, and modify systems as they apply to computer operations. Three hours lecture, two hours laboratory. Four hours credit.

TDP 2623 — ELECTRONIC SPREADSHEET — This course is an introduction to the electronic spreadsheet. Students will gain experience in the construction and use of spreadsheets as an aid to management decision making. Two hours lecture, two hours laboratory. Three semester hours credit.

TDP 2723 — DATA BASE MANAGEMENT — This course is a study of concepts used in Data Management. The student will become proficient in creating files, entering and updating data, and retrieving information. Two hours lecture, two hours laboratory. Three semester hours credit.

### DRAFTING TECHNOLOGY

TDD 1113 — FUNDAMENTALS OF DRAFTING — This course deals with care and use of drafting instruments, alphabet of lines, free hand sketching, geometric construction, dimensioning sectioning and orthographic projection with emphasis on shape and size description. One hour lecture, four hours laboratory. Three semester hours credit.

TDD 1123 — MACHINE DRAFTING — (Prerequisite: Fundamentals of Drafting.) A study of the design and drawing of machine and machine parts with strict attention given to dimensioning, finish, fits, threads and the reproduction process of drawings into blueprints. One hour lecture, four hours laboratory. Three semester hours credit.

TDD 1313 — GRAPHICS COMMUNICATION — A study of the basic graphic fundamentals through the use of instruments and the understanding of lines and planes. Reading and writing the graphic language both with instruments and free hand sketching, geometrical construction lettering, pictorials, multiview, sections, and orthographic projections involving the geometry of points, lines and planes as applied to working drawing related to specialized engineering field. One hour lecture, four hours laboratory. Three semester hours credit.

TDD 1133 — INTRODUCTION TO CAD — (Prerequisite: Fundamentals of Drafting 1113.) Course designed to introduce student to the application of the computer to the drafting profession. Provides basic knowledge of the menu and command structure of CAD. One hour lecture, four hours laboratory. Three semester hours credit.

TDD 1213 — DESCRIPTIVE GEOMETRY — (Prerequisite: Fundamentals of Drafting 1113.) The course deals with a study of primary and secondary auxiliary views, revolution of views, and their application as used in mining, engineering, aircraft construction and intersections and development of sheet metal. One hour lecture, four hours laboratory. Three semester hours credit.

TDD 2133 — ADVANCED CAD — (Prerequisite: Introduction to CAD 1133.) Advanced course in the use of CAD software with emphasis on producing drawing. Teaching application of computers to drafting, basic command structure, drafting and design menu. Two hours lecture, two hours laboratory. Three semester hours credit.

TDD 2314 — STRUCTURAL DRAFTING — (Prerequisite: Fundamentals of Drafting 1113.) Structural drafting consists of the preparation of design and working drawings for buildings, bridges, tanks, towers, and other



structures. One hour lecture, two three-hour laboratory. Four semester hours credit.

TDD 2513 — SURVEYING AND TOPO I — (Prerequisite: Fundamentals of Drafting.) Introduction to Surveying and Mapping with emphasis on the field and computational methods which are utilized in the preparation of maps and survey plats. One hour lecture, two three-hour laboratory. Three semester hours credit.

TDD 2523 — SURVEYING AND TOPO II — (Prerequisite: Surveying and Topo I.) A continuation of Surveying and Topo I with emphasis on the development of sophisticated field methods, drafting techniques and applications. One hour lecture, four hours laboratory. Three semester hours credit.

TDD 2414 — ELECTRICAL, PIPING AND SHEET METAL DRAFTING — (Prerequisite: Fundamentals of Drafting 1113.) A study of electrical and pipe symbols, types and uses of pipes and electrical layouts and the development of sheet metal as used in modern industry. One hour lecture, two three-hour laboratory. Four semester hours credit.

TDD 2613 — COST ESTIMATING — An introduction to the basic methods of estimating and the development of quality survey systems used in manufacturing and construction processes. Three hours lecture. Three semester hours credit.

TDD 2714 — ARCHITECTURAL DRAFTING I — (Prerequisite: Fundamentals of Drafting 1113.) This course includes principles and practices of modern design, requiring working drawing and solutions, typical construction detail and specifications for residential and industrial construction. One hour lecture, two three-hour laboratory. Four semester hours credit.

TDD 2723 — ARCHITECTURAL DRAFTING II — A continuation of Architectural Drafting I with emphasis placed on commercial buildings. The student will design and prepare a set of working drawings and specifications for a commercial building of his or her choice. Three two-hour laboratory. Four semester hours credit.

TDD 2813 — STRENGTH OF MATERIALS — A study of forces, properties of materials, center of gravity, shear forces and bending moments. Computations necessary for structural and architectural are of primary importance in this course. Two one-hour lecture, one two-hour laboratory. Three semester hours credit.

TDD 2913 — INDUSTRIAL RELATIONS — This course deals with problems involving human relations and the development of a foundation for personnel relations for dealing with superiors, associates, and subordinates. The role of supervisors is emphasized. Three hours lecture. Three semester hours credit.

## TECHNICAL MATHEMATICS

TMA 1113 — TECHNICAL MATH I — This course is a study of the basic fundamentals of algebra needed in drafting in order to make computations, to solve graphs and to solve equations. Three hours lecture. Three semester hours credit.

TMA 1213 — TECHNICAL MATH II — A study of angles, triangles, and trigonometric functions of angles and solutions of triangles, logarithms, graphs and reduction formulas are studied as they apply to drafting. Three hours lecture. Three semester hours credit.

## ELECTRONIC TECHNOLOGY

TEL 1114 — INTRODUCTION TO ELECTRONIC TECHNOLOGY — An introduction to Electronic Technology which provides opportunity for beginning students to explore the general nature of the field and its career potential, in conjunction with laboratory experience in basic skill areas. Three hours lecture, four hours laboratory. Four semester hours credit.

TEL 1125 — BASIC ELECTRICITY FOR ELECTRONICS — This course is designed to familiarize the student with the basic electrical fundamentals in alternating and direct currents which are prerequisite to subsequent electronic studies. Laboratory exercises provide theory reinforcement and familiarize with test equipment. Three hours lecture, six hours laboratory. Five semester hours credit.

TEL 1133 — DRAFTING FOR ELECTRONICS — An elementary course designed for electronics students. Use of templates, including lettering templates; fundamentals of drawing and drafting room practices; electrical circuit drawing, terms, symbols and standards. Emphasis is placed on construction and graphic interpretation of typical electrical circuits. One lecture, four hours laboratory. Three semester hours credit.

TEL 1215 — ELECTRONIC DEVICES AND CIRCUITS — Introduction to semiconductors including the construction, theory, static and dynamic characteristics of diodes and bi-polar semiconductors; basic circuit configurations; rectifiers; amplifiers wave forming, and other circuits. Three hours lecture, six hours laboratory. Five semester hours credit.

TEL 1225 — DIGITAL & MICROPROCESSOR PRINCIPLES — This course is designed to provide the student with an understanding of digital logic and functions with their peculiar hardware implementation. Machine language, binary functions, logic gates, decision and arithmetic circuits, sequential and combinational functions, clocking, registers, counters, memory and other functions used by digital systems. These devices will then be coordinated into basic microprocessor architecture and peripheral operations along with the data and control functions, operational codes, assembly language and instruction sets. Student will exercise all basic programmable controller and microprocessor



architecture and peripheral operations along with the data and control functions, operational codes, assembly language and instruction sets. Student will exercise all basic programmable controller and microprocessor digital processing functions. Three hours lecture. Six hours laboratory. Five semester hours credit.

TEL 2235 — LINEAR INTEGRATED CIRCUITS — A study of general purpose Linear I.C. Devices and their applications. This course is designed to complement digital systems in sensors, instrumentation, analog to digital conversion, digital to analog conversions and other data acquisition, and provide student with knowledge of Linear Systems. Students will also become familiar with Dedicated Linear I.C. Devices. Three hours lecture. Six hours laboratory. Five semester hours credit.

TEL 2315 — ELECTRONIC COMMUNICATION — Three hours lecture, 4 hours lab per week. Five semester hours. This will be a comprehensive coverage of principles of electronic communications. Methods of transmission, modes of modulation, interface standards and reflectometry will be discussed. Coverage will include analog, digital, CW and other forms of intelligence transfer between locations via hard lines, RF propagation, optics and satellites. Encryption, coding and decoding will be discussed.

TEL 2325 — ROBOTICS, CONTROL SYSTEMS AND PERIPHERAL INTERFACING — This course is designed to provide classroom and laboratory studies of the devices, circuits, principles and applications pertaining to electronic control systems using electromechanical, analog, digital, and microprocessor principles. Emphasis will be placed on digital to analog systems as used in interfacing with different devices that can be controlled by microprocessors. Particular attention will be applied to robotics and how they can be used in modern day industry. Three hours lecture. Six hours laboratory. Five semester hours credit.

TEL 2335 — TROUBLE ANALYSIS OF ELECTRONIC CIRCUITS — This course in trouble analysis is designed to provide systematic diagnostic procedures in analyzing deficient performance in electronic devices including microprocessor based and peripheral devices. Hands on training is emphasized to encourage students to utilize all areas of coursework previously completed. Three hours lecture, 4 hours laboratory. Five semester hours credit.

### METAL FABRICATION TECHNOLOGY

MFT 1113 — INTRODUCTION TO METAL FABRICATION TECHNOLOGY — This course includes historical development of welding, welding joints on all metals, the welding industry and the future. Also basic definitions, methods of applying welding, safety practices and occupation opportunities. Two hours lecture and two hours laboratory. Three semester hours credit.

MFT 1213 — FABRICATION, LAYOUT AND MEASUREMENT — This includes the application of geometrical shapes, the algebraic formulas and manipulation of math necessary to develop layouts and convert them to a representative of a tangible part. Two hours lecture and two hours laboratory. Three semester hours credit.

MFT 1313 — OXYACETYLENE CUTTING, BRAZING AND WELDING — This course includes types of gases, containers and manifold systems, safety, regulators and related hardware, filler rods, material preparation, fluxes, selection and application of cutting and welding tips. The student will develop the proper techniques for skilled operation of the torch. One hour lecture and four hours laboratory. Three semester hours credit.

MFT 1413 — BASIC PRINCIPLES AND PRACTICE OF ARC WELDING — This course includes application of arc welding, welding circuits, electrode types, polarity, machine settings, accessories, personal equipment, safety, methods of application and practices, weave patterns, building up pads, joint types, use and care of equipment. Two hours lecture and two hours laboratory. Three semester hours credit.

MFT 1424 — SPECIAL WELDING PROCESSES — This course includes the use and care of TIG and MIG welding equipment on suitable materials; also flux-cored and solid wire welding. The course also includes material preparation, application of weld material, electrode selection, machine controls and accessories, the development of manual skills used, and use and care of associated items. Two hours lecture, four hours laboratory. Four semester hours credit.

MFT 1513 — INTERPRETING INDUSTRIAL DRAWINGS AND APPLICATIONS — This course includes the interpreting and application of drawings, sketches, and blueprints used in industry, the construction field, piping, assembly multiview, sheet metal, and welding. The student will understand and apply drawings mentioned. Two hours lecture, two hours laboratory. Three semester hours credit.

MFT 1613 — INTRODUCTION TO BREAKS, SHEARS, PUNCHES AND DRILL PRESSES — To include material preparation, shaping, cutting, forming and drilling of raw stock into parts for assemblies. One hour lecture and four hours laboratory. Three semester hours credit.

MFT 2435 — ADVANCED WELDING AND CUTTING TO INCLUDE EQUIPMENT AND TECHNIQUES — This course includes the programming, inputting, and running of the program in an automated cutter and welder in order to produce parts for assembly at a later stage. This also includes the initial setup, maintenance, identification of any problem areas and isolation of the problem. Three hours lecture, four hours laboratory. Five semester hours credit.

MFT 2235 — ADVANCED WELDING AND CUTTING TO INCLUDE EQUIPMENT AND TECHNIQUES — This course includes the programming, inputting, and running of the program in an automated cutter and welder in order



to produce parts for assembly at a later stage. This also includes the initial setup, maintenance, identification of any problem areas and isolation of the problem. Three hours lecture, four hours laboratory. Five semester hours credit.

### PRECISION MACHINING TECHNOLOGY

PMT 1113 — INTRODUCTION TO MACHINING TECHNOLOGY — This course includes machine identification, controls and their function, machine capabilities and limitations, and operations that can be performed. Three hours lecture. Three semester hours credit.

PMT 1213 — BLUEPRINT READING AND SKETCHING — To include practical print reading and construction of sketches on two and three view drawings, visible outlines, dimensions, auxiliary views, threads, and fasteners. Three hours lecture. Three semester hours credit.

PMT 1233 — ADVANCED BLUEPRINT READING — This course in blueprint reading will provide training for those individuals who have a basic understanding of drafting practices and can read simple drawings but need advanced instruction to prepare for positions requiring greater skills and technical knowledge. This would include symbolism, standards, terminology and industrial type prints for practical exercise. Three hours lecture. Three semester hours credit.

PMT 1314 — PRINCIPLES OF LATHE OPERATIONS AND SETUP — To include construction and function of the lathe, lathe sizes, operations, types, cutting tools, thread and thread cutting and attachments. Two hours lecture, two hours laboratory. Four semester hours credit.

PMT 1324 — DRILLING MILLING AND SAWING PROCESSES — To include machine construction, application, limitations and practical use in industry. Two hours lecture, four hours laboratory. Four semester hours credit.

PMT 2233 — METALLURGY — To include properties and uses of ferrous metals, metal production, chemical nature of steel, SAE numbering system, non-ferrous metal and alloys, carbon content and how it affects hardness, hardness testing, hardening and tempering, and temperature quenching mediums. Three hours lecture. Three semester hours credit.

PMT 2414 — CAM APPLICATION — This course will provide the student with the ability to use computer assisted manufacturing program to develop the necessary data to supply a CNC Machine the direction to manufacture a part. This will allow the student to construct points, lines, arcs or splines using the CAM package. In fact, it will allow the student to construct geometry in any order. Two hours lecture, four hours laboratory. Four semester hours credit.

PMT 2424 — CNC PROGRAMMING AND OPERATIONS I — The student will write a program, input it to the machine control which will provide

directions to produce a finished part. Two hours lecture, four hours laboratory. Four semester hours credit.

PMT 2334 — PRINCIPLES AND OPERATIONS OF GRINDING — To include types of grinders, grinding wheel components, abrasive size and type, bond types, standard diamonds and carbides. This also includes principles of grinding to include truing, dressing, roughing, finishing cuts, lubricants, sharpening of cutters, special tools, cylindrical grinding of pins, shafts, and etc. Two hours lecture, four hours laboratory. Four semester hours credit.

PMT 2434 — CNC PROGRAMMING AND OPERATIONS II — Advanced machine program generation for CNC Lathe and Mill which will provide more complex directions to the machine for part production. Two hours lecture, four hours laboratory. Four semester hours credit.

### TECHNICAL EVENING CLASSES

Regular college courses are offered on campus and off campus in the evening at various locations in the college district including Carthage, Forest, Louisville, Morton, Philadelphia, and Choctaw Central High School near Philadelphia. The same instructional standards are maintained and the same tuition and fees apply as stated in the catalog for campus day students.

## VOCATIONAL

### VOCATIONAL INDIVIDUALIZED DEVELOPMENT SYSTEM (VIDS)

The Test of Adult Basic Education (TABE) will be administered to all vocational students upon entering school. Results from this test will be used to identify students that need help in Reading, Math and Language.

Students needing help in these areas will be assigned to the VIDS Center for three hours per week until he/she achieves the functioning level needed to receive full value of the education he/she is pursuing.

FIRST SEMESTER V.I.D.S. - Individual instruction will be given in Reading, Mathematics and Language. 51 Clock Hours.

SECOND SEMESTER V.I.D.S. - A continuation of first semester with student receiving instruction in employability skills and professional development. 51 Clock Hours.



### AUTOMOTIVE MECHANICS

- VAM 1119 — ENGINE REPAIR — This course is designed to teach operation of automotive engines, cleaning, inspecting, measuring engine component parts and testing engine conditions. Two hundred seventy Clock hours. Nine semester hours.
- VAM 1228 — ENGINE PERFORMANCE — This course is designed to teach diagnostic and testing principles related to the correction of troubles in the carburetion, fuel injection and electronic ignition system. This course also includes theory and laboratory instruction on fuel systems, electrical systems, emission control systems, TBI, EFT, and CCC. Two hundred forty clock hours. Eight semester hours.
- VAM 1319 — ELECTRICAL SYSTEM — This course teaches diagnosing battery, starters, alternators and generators. The basic ignition, lighting systems and includes instruction in testing operation and repairing the components of the electrical system. Two hundred seventy clock hours. Nine semester hours.
- VAM 1418 — BRAKES — A study of the complete braking system including manual and power brake systems including disc brake and drum brake repair and overhaul. Two hundred forty clock hours. Eight semester hours.
- VAM 2119 — ENGINE REPAIR — This course is designed to teach operation of automotive engines, cleaning, inspecting, measuring engine component parts and testing engine conditions. Two hundred seventy clock hours. Nine semester hours.
- VAM 2218 — SUSPENSION AND STEERING — This course teaches principles of the suspension system and diagnosis. This includes wheel bearings, tires and wheels, wheel balancing and steering system. Two hundred forty clock hours. Eight semester hours.
- VAM 2319 — MANUAL DRIVE TRAIN AND AXLES — This course includes three speed forward, four speed forward and five speed service, including universal joint, service and replacement. Differential types and service procedures including ring gear, axle shaft and bearing service. Two hundred seventy clock hours. Nine semester hours.
- VAM 2428 — AUTOMATIC TRANSMISSION/TRANSAXLE — This course includes theory of hydraulic power, parts identification, disassembly and repair, service and installation with emphasis on rebuilding. Two hundred forty clock hours. Eight semester hours.

### AUTO BODY AND FENDER REPAIR

- VBF 1113 — INTRODUCTION TO AUTO BODY REPAIR — Theory and practical applications to introduce students to overall paint and body shop operations, shop safety practices, personal safety and health protection, basic first aid. (Federal regulations OSHA, EPA), basic automobile construction, body shop hand and power tools, compressed air equipment and the literature and publications used in Auto Body

- Trade, includes introduction to estimating. Ninety Clock Hours. Three Semester Hours.
- VBF 1213 — WELDING, GMAW, ARC, GAS, PLASMA CUTTING — Practical application of welding as it related to the Auto Body Repair trade, includes theory, practical exercises, setting up and maintaining equipment. Ninety Clock Hours. Three Semester Hours.
- VBF 1316 — AUTO BODY BASIC REPAIRS — Theory and practical application dealing with materials; metals, fiber glass, SMC, analysis of basic damage conditions, shapes and the effect of force, the application of corrective force both manual and power and procedures to reverse or collect damaging forces and finish repairs on all types of body materials. Cutting and fitting of materials is included. One Hundred Eighty Clock Hours. Six Semester Hours.
- VBF 1415 — BASIC PAINTING — Theory and practical applications of air systems, spray guns, basic types of paint, surface preparation, masking techniques, paint application and detailing. One Hundred Fifty Clock Hours. Five Semester Hours.
- VBF 1126 — BASIC BODY AND FRAME ALIGNMENT — Theory and practical application: complete vehicle analysis and measurement of uni-body or conventional body over frame vehicle, relationship of frame or structural members to outer body shape, body panels, body openings, wheel alignment, types of frame damage; types of measuring devices, corrective equipment, specification books. One Hundred Eighty Clock Hours. Six Semester Hours.
- VBF 1228 — BODY REPAIR AND REFINISHING I — A continuation of Basic Body Repair and Basic Painting to develop skills and with emphasis placed on types of undercoats, topcoats, thinners, reducers, polishing techniques, drying and braking systems, varying changes in industry. Two Hundred Forty Clock Hours. Eight Semester Hours.
- VBF 1323 — HARDWARE, GLASS AND TRIM — Theory and practical exercises to learn removal and replacement procedures for hard and soft trim items: mouldings, handles, upholstery, seats, headliners, vinyl tops and types of glass installation stationary or movable. Includes types of fasteners. Ninety Clock Hours. Three Semester Hours.
- VBF 2133 — GLASS INSTALLATION AND BODY SEALING — Theory and practical work to emphasis glass installation methods: bonded, bonded module, gaskers, movable glass adjustments. Glass and body sealing; new panels, joints, seams, etc. Ninety Clock Hours. Three Semester Hours.
- VBF 2338 — MAJOR BODY PANEL REPLACEMENT AND REFINISHING II — Advanced work in the replacement of body panels welded or bolted using proper tools and techniques. Includes analyzing panels to determine whether to repair or replace, and refinishing techniques and procedures, color adjustments. Two Hundred Forty Clock Hours. Eight Semester Hours.



VBF 2149 — PRODUCTION FRAME AND BODY REPAIR — Advanced practical work in analyzing all types of collision damage and making repairs with emphasis on time limits. Two Hundred Seventy Clock Hours. Nine Semester Hours.

VBF 2248 — PRODUCTION PAINTING — Advanced routine paint work in all types of finishes, standard and custom, single stage, two stage, triple stage, includes color tinting and matching. Emphasis on time. Two Hundred Forty Clock Hours. Eight Semester Hours.

### CARPENTRY AND CABINET MAKING

VCC 1114 — PLANS, SPECIFICATIONS & FOUNDATIONS — Study of plans in residential construction and specifications. Practical work experience in layout, installing batter boards, and the placing of foundation members. One hundred twenty clock hours. Four semester hours.

VCC 1215 — FLOOR, WALL, CEILING, ROOF FRAMING & ROOFING — Theory and practical work in actual framing of floors, walls, ceiling and roofs, and actual installation of roofing materials. One hundred fifty clock hours. Five semester hours.

VCC 1318 — INSULATION, EXTERIOR AND INTERIOR FINISHING & COORDINATING — Theory and practical work experience in sound and thermo insulation, interior and exterior buildings dealing with walls, trim, floors, cabinets, doors, windows and exterior trim. Also, steps to follow in coordinating other work such as plumbing, electrical, heating and cooling, etc. Two hundred forty clock hours. Eight semester hours.

VCC 1128 — CABINET CONSTRUCTION — Theory and practical work experience in blueprint reading, safety, measuring in a wide range of cabinets, cabinet layout, materials, cabinet framing and shelf construction. Two hundred forty clock hours. Eight semester hours.

VCC 1225 — HARDWARE, TRIM & LAMINATES — Theory and work experience in selection of correct hardware and installation of hardware and trim, and installation of plastic laminates. One hundred fifty clock hours. Four semester hours.

VCC 1324 — CABINET FINISHING — Theory and practical experience in sanding, preparing and finishing cabinets. One hundred twenty clock hours. Four semester hours.

VCC 2134 — BLUEPRINT READING, SPECIFICATIONS, CODES AND FOUNDATION — Theory and study of blueprint reading, specifications and codes. Actual work experience in laying out foundations, setting grade stakes, and placing of reinforcement steel. One hundred twenty clock hours. Four semester hours.

VCC 2235 — TECHNIQUES IN FRAMING & ROOFING — Theory and work experience in all parts of residential framing and actual installation of sheathing and roofing material. One hundred fifty clock hours. Five semester hours.

VCC 2338 — EXTERIOR & INTERIOR FINISHING, INSULATION & COORDINATING — Theory and work experience in all types of insulation, siding, wall covering, and trim work plus the study of permits and coordinating building activities with other tradesmen. Two hundred forty clock hours. Eight semester hours.

VCC 2148 — CABINET CONSTRUCTION TECHNIQUES — Theory and practical experience in actual cabinet construction with emphasis being put on different styles and techniques. Two hundred forty clock hours. Eight semester hours.

VCC 2245 — LAMINATE APPLICATION, TRIM AND HARDWARE — Theory and practical work experience in proper selection of hardware and trims. Installation of plastic laminates. One hundred fifty clock hours. Five semester hours.

VCC 2344 — CABINET FINISHING — Theory and practical experience in sanding, preparing and finishing cabinets. One hundred twenty clock hours. Four semester hours.

### COSMETOLOGY

VCO 1117 — INTRODUCTION TO COSMETOLOGY — This course provides lab practice in the basic manipulative skills involved in cosmetology practices and safety precautions associated with each. In accordance with State Cosmetology Board Regulations, this practice is provided on mannequins or class mates; no work is assigned upon patrons paying for service until this course is completed. (7 sch: 3 hr. lecture, 12 hr. lab)

VCO 1213 — COSMETOLOGY THEORY I — Theory of cosmetology, including sterilization and sanitation, safety, hygiene and good grooming, professional ethics, and sales. Basics of bacteriology, hair treatment, hair shaping, hair styling, and finger waves. (3 sch: 3 hr. lecture)

VCO 1311 — SCALP AND HAIR TREATMENT — Practical application in shampooing, including preparation, procedures, completion, safety rules, brushing, selection and use of shampoo products; and practical application of treatments for different types of hair and scalps. (1 sch: 3 hr. lab)

VCO 1323 — HAIR SHAPING AND STYLING — Practical application in the art of shaping with scissors and razor. Practice in identification and use of implements for sectioning and hair thinning. Practical application in styling and finger waving. Includes product selection, preparation, methods, pincurls, roller curls, techniques for combing and brushing, and artistry in hair styling. (3 sch: 9 hr. lab)

VCO 1412 — CARE AND STYLING OF WIGS — Practical application in styling wigs and hair pieces; reasons for use of wigs, quality in wigs, types of wigs, taking wig measurements, and ordering. (2 sch: 6 hr. lab)

VCO 1225 — COSMETOLOGY THEORY II — Theory of cosmetology as related to anatomy and physiology, dermatology, trichology,



psychology, and chemistry. Manicuring and pedicuring, permanent waving, hair coloring and lightening, chemical hair relaxing, and safety practices are covered. (5 sch: 5 hr. lecture)

VCO 1512 — MANICURE AND PEDICURE — Practical application in manicuring and pedicuring. Instruction includes nail structure, adjoining structure, nail growth and disorders, massage and sanitary care, nail irregularities and diseases, and safety considerations. (3 sch: 6 hr. lab)

VCO 1333 — PERMANENT WAVES — Practical application waving. Includes principles and product selection, requirements, processes, implements, and supplies (3 sch: 9 hr. lab)

VCO 1343 — HAIR COLORING AND LIGHTENING — Practical application in coloring and hair lightening, includes instruction in classification, permanent hair color, retouch, highlighting, and shampoo rins. (3 sch: 9 hr. lab)

VCO 1352 — CHEMICAL HAIR RELAXING — Practical application in chemical hair relaxing techniques. Includes review 1 of products available, basic steps and processes, and safety precautions. (2 sch: 6 hr. lab)

VCO 1236 — COSMETOLOGY THEORY III — Advanced theory facials and makeup, thermal techniques, safety precautions, state cosmetology laws, rules and regulations, salon management and operation. (6 sch: 6 hr. lecture)

VCO 1612 — FACIALS AND MAKEUP — Practical application in giving facial treatment for different skin types, skin treatments, procedures for applying cosmetics and corrective makeup. (2 sch: 6 hr. lab)

VCO 1362 — THERMAL TECHNIQUES — Practical application in thermal hair styling, to include purpose, procedures, product selection, and safety precautions. (2 sch: 6 hr lab)

VCO 1712 — BEAUTY SALON MANAGEMENT — Practical application in opening and operating a beauty salon in accordance with state regulations. (2 sch: 6 hr. lab)

### COSMETOLOGY TEACHER TRAINING

VCO 2413 — TEACHER TRAINEE OBSERVATION. — A teacher trainee shall acquire 12 hours of theory and 68 hours of skill training in Cosmetological Observation. Eighty hours of instruction. Three semester hours credit.

VCO 2415 — THE PROFESSIONAL TEACHER. — Professional application and theory which includes Preparing to Teach, Presentation, Application and resting. One hundred sixty-four clock hours. Six semester hours credit.

VCO 2433 — STUDENT MOTIVATION AND LEARNING. — Professional application and training includes: Laws Governing Learning Processes, Student Motivation, Student Participation, Student Personalities and Individual Differences, Ninety-nine clock hours. Three semester hours credit.

VCO 2449 — METHODS MANAGEMENT & MATERIALS. — Professional application and training to include: Methods, Procedures, and Techniques of Teaching, Classroom Management and Teaching Materials. Three hundred thirty-two clock hours. Nine semester hours credit.

VCO 2453 — TESTING AND EVALUATION. — Professional application and training to include testing (performance tests, written tests, and Standardized Tests) and teacher evaluation. Sixty-five clock hours and three semester hours credit.

VCO 2461 — COSMETOLOGY LAW, RULES AND REGULATIONS. — A study of laws controlling and regulating the practice of cosmetology in the State of Mississippi. Ten clock hours and one semester hour credit.

### ELECTRICITY

VEL 1116 — BASIC ELECTRICITY — Electric theory, static charges; Ohm's Law, series, parallel and combination circuits, principles of magnetism; alternating current; inductance and capacitance; power; and power factor correctors; and application of meters and meter movements of power in single and poly-phase systems; power factor measurements. One hundred eighty clock hours. Six semester hours.

VEL 1218 — RESIDENTIAL WIRING — Requirements of the National Electric Codes; calculations for lighting circuits, appliances circuits (fixed or portable), service entrances equipment feeders, subfeeders, and over current protection devices; wiring techniques for single and multi family dwelling; properties of conductors, connections, insulation, raceways, box housings; conduit and other hardware used in the trade. Two hundred forty clock hours. Eight semester hours.

VEL 1313 — BASIC PRINT READING — Blueprint symbols used in residential, commercial and industrial prints, explanation of National Electrical Code's articles on prints. Ninety clock hours. Three semester hours.

VEL 1229 — INDUSTRIAL MOTOR CONTROL AND WIRING I — A continuation of VEL 1218. Theory, operation and application of hardware and circuitry used in industry for the control of electric motors, and industrial control of other electrical equipment. Includes relays, contractors, various types of starters, pilot devices, timing devices, industrial and marine lighting, heating, air conditioning and machine power; water supply, emergency and alarm systems; power distribution systems, installations, inspection, and trouble shooting commercial and industrial electrical systems. Two hundred seventy clock hours. Nine semester hours.

VEL 1412 — CONDUIT BENDING — Theory of and proper bending of metal raceways used in industry. Includes bending by hand, hydraulic (both manual and electric) and proper installation through use of connectors and various other available equipment. Sixty clock hours. Two semester hours.



- VEL 1513 — A/C MOTORS — Theory, operation and application of alternating current generators and motors. Ninety clock hours. Three semester hours.
- VEL 1523 — D/C MOTORS — A continuation of VEL 1513. Theory, operation and application of direct current generators and motor. Ninety clock hours. Three semester hours.
- VEL 2125 — ADVANCED ELECTRICITY — A continuation of VEL 1116 is designed to expand upon Ohm's Law by looking at Thevenins, Norton's and the Superposition theorems and the effects of electricity in solid state circuits, both A/C and D/C. Topics covered will include such things as power supplies, series parallel circuits, electrical measurements resistance, resistive circuits, electrical power and energy, magnetism, electromagnetism, and applications of electromagnetism. The students will be introduced to the use of the newest test and measurement equipment, through laboratory exercises and lectures. One hundred fifty clock hours. Five semester hours.
- VEL 2615 — INTRODUCTION TO SOLID STATE CIRCUITS — This course is designed to introduce the students to working with printed circuit boards and to latest semi-conductor components and their use in control circuits. Topics covered will include such material as: RLC circuits, A/C power, N-Type and P-Type materials, rectifiers, NPN function transistors and more. One hundred fifty clock hours. Five semester hours.
- VEL 2625 — SOLID STATE DEVICES — A continuation of 2615. The student will study the theory and operational characteristics of devices such as diodes, rectifiers, voltage regulators, clippers and limiters, transistor circuits, amplification, push-pull amplifiers, field effect transistors, thyristors, oscillators and unijunction transistors. The student will also be introduced to basic logic circuits and the use of integrated circuit components. There will also be the use of even more sophisticated measurement equipment. One hundred fifty clock hours. Five semester hours.
- VEL 2322 — ADVANCED PRINT READING — A continuation of VEL 1313. As in residential and commercial wiring, the ability to read prints is a necessity in industrial control circuits. The student will be involved in reading, interpreting and wiring industrial circuits. Large control circuits, symbols, ladder diagrams and drawing of these circuits will be covered. Sixty clock hours. Two semester hours.
- VEL 2235 — INDUSTRIAL MOTOR CONTROL AND WIRING II — A continuation of VEL 1229. The students will be analyzing and trouble shooting the latest in motor control circuits, such as: solid state relays, industrial power supplies, tachometers (analog and digital), series motor control, shunt motor control and digital motor control. One hundred fifty clock hours. Five semester hours.

- VEL 2716 — INDUSTRIAL MEASUREMENTS — This course is a survey into many types of industrial environments and the types of controls needed in the various industries. The topic covered will include such subjects as: photoelectric control (sensors, relays, communication), temperature control (solid state thermometer, digital temperature readout), gas and humidity, pressure and straining measurements, timing systems, telemetry, system interface (analog to digital conversion, digital to analog conversion), process control, and system trouble shooting. One hundred eight clock hours. Six semester hours.
- VEL 2246 — PROGRAMMED INDUSTRIAL CONTROLS — A continuation of VEL 2235. This course is an introduction into the microprocessor based system used to control machines and processes in a wide variety of industries. The concept is used to replace hard-wired electrical relays and other controls, to an easily changed sequence of machine operation by reprogramming instead of rewiring. Subjects to be covered include: ladder diagrams, modes of operation, application (program layout, motor control, switches, even sequencing), on-off delay timers, counters, batch processing, latching relays and others. One hundred eight clock hours. Six semester hours.

### MASONRY

- VMA 1113 — HISTORY OF MASONRY, TOOLS, EQUIPMENT & MASONRY MATERIALS — Fundamentals of history, safety, tools and equipment, & materials used in masonry trades. Practical work with tools and masonry materials. Ninety clock hours. Three semester hours.
- VMA 1217 — BONDS, PATTERNS & TEXTURE AND WALL TYPES — Practical work on layout of bonds, patterns, types of wall, block walls, brick walls, chase walls and metal tied walls. Two hundred ten clock hours. Seven semester hours.
- VMA 1317 — MASONRY CONSTRUCTION AND CLEANING — Practical work to include wall design, quality of materials, specifications of flashing, waterproofing, installation of expansion joints. Using the process of removing stains and burrs from finished masonry. Powders or stains, use of hydrochloric acid. Two hundred ten clock hours. Seven semester hours.
- VMA 1123 — METHODS OF ESTIMATING — Classroom and practical work to include estimating by using square feet and cubic feet method. Mortar, brick, sand, etc. Ninety clock hours. Three semester hours.
- VMA 1227 — REINFORCED MASONRY — Practical work to include compression, shear, tension, measurement of compression and tension and pounds per square inch, grout and reinforced steel. Two hundred ten clock hours. Seven semester hours.
- VMA 1327 — CHIMNEYS AND FIREPLACES — Practical work in the planning and construction of fireplaces to include size, types, and components. Two hundred ten clock hours. Seven semester hours.



## REFRIGERATION &amp; AIR-CONDITIONING

- VAR 1114 — SOLDERING, BRAZING, WELDING, PIPE AND FLARING TUBING — Practical work in the use of hand tools for cutting and shaping tube and connecting pipe and tubing, testing for leaks, installation materials used in tubes and pipes for gases and fluids. Practical work in the uses of soldering arc welding, gas welding, soldering materials, propane torch, welding rods (both gas and electric) machine settings, flame adjustments and metal thicknesses. One hundred twenty clock hours. Four semester hours.
- VAR 1124 — BASIC COMPRESSION SYSTEMS AND SERVICING — Practical work in relation to pressurizing and leak testing safety in working with the system, actual testing of pressurized systems, how to determine leaks with soap bubbles, halide torch and electronic detector, and other laws of refrigeration. Instruction will be given in the operation of servicing of the total compression system. One hundred twenty clock hours. Four semester hours.
- VAR 1214 — BASIC COMPRESSION REFRIGERATION — Practical work in identification of compressors, evaporators, condensers, line connections, metering devices, condition of refrigerant systems, labeling of components, direction of refrigerant flow. One hundred twenty clock hours. Four semester hours.
- VAR 1224 — COMPRESSOR CONSTRUCTION — Practical work in cutting compressors open, identification of components, repairing and resealing, sealed compressors, open compressors, cylinders, pistons, connecting rods, crank shafts, valves, seals, gaskets, lubrications, refrigerants, cycles and controls. Types of compressors to include: 1. reciprocating, 2. rotary, 3. screw type, 4. centrifugal. One hundred twenty clock hours. Four semester hours.
- VAR 1314 — WIRING DIAGRAMS — Practical work in the layout of wiring diagrams, drawing of diagrams, electrical circuits, color coding of wire, symbols, working with all types of wiring diagrams. One hundred twenty clock hours. Four semester hours.
- VAR 1415 — DOMESTIC REFRIGERATION FUNDAMENTAL & WINDOW AIR-CONDITIONERS — Practical work in use of terminology, window units and their makeup, wire sizes, color coding, capacities, disassembly and assembly of household air conditioning units. Also, practical work in disassembly and assembly of compressors, controls of installation. One hundred fifty clock hours. Five semester hours.
- VAR 1324 — THERMOSTATS — Practical work in terminology used in thermostat work, types of thermostats and their components, heat anticipation, installation of wall thermostats, and thermostats for self control units. Cooling thermostats and thermostats for self control units. Cooling thermostats, heating and combination thermostats, furnace

- control, humidity control, refrigerant control and timers. One hundred twenty clock hours. Four semester hours.
- VAR 1425 — ELECTRIC MOTORS AND CONTROLS — Practical work in magnetism makeup, safety, and parts of a motor. Single phase 3-phase and types of each. Motor data, belt tension, disassembly and assembly of motors, motor control to include principles, circuit, relays, and starting control, overload protection and solid-state controls. One hundred fifty clock hours. Five semester hours.
- VAR 2134 — REFRIGERANTS AND CONTROLS — Practical work in energy conservation unit, Charles' Law, effects of pressure on evaporation, refrigerant tools and materials, requirements and classification of refrigerants, selection of proper type, and amount of refrigerant, expansion valve, pressure control, low and high, capillary tube control, fittings, check valves, solenoid, suction and pressure valves. One hundred twenty clock hours. Four semester hours.
- VAR 2235 — COMMERCIAL SYSTEMS — Practical work in load distribution, commercial installation troubleshooting and repair, hermetic units, condensers, motors and controls, removing air moisture, leak detecting, cooling, heating, frozen foods units. One hundred fifty clock hours. Five semester hours.
- VAR 2334 — INTRODUCTION TO HEAT — Practical work in the background knowledge in early applications, body comfort, reverse cycles, heat controls, circuits, types of control, systems check out procedures, leakage, condensers, motor controls. One hundred twenty clock hours. Four semester hours.
- VAR 2434 — GAS AND ELECTRIC HEAT — Practical work in installation and repair of gas units and electric units, make-up, disassembly and assembly, gas codes, electric codes, load, controls, applications, service problems, and safety of gas and electric heating. One hundred twenty clock hours. Four semester hours.
- VAR 2144 — LOAD CALCULATIONS — Practical work to include sources of heat, cooling, heat load estimating, identification of units for heating and cooling, components, symbols, proper function of the system, design and layout of a heating and cooling system, oils and technical characteristics of commercial units. One hundred twenty clock hours. Four semester hours.
- VAR 2244 — AIR DISTRIBUTION & DUCT DESIGN — Practical work in design installation of ducts, duct size, size of outlets, instruments, ventilation requirements, blowers, motor size, noise, drafts, and technical characteristics. One hundred twenty clock hours. Four semester hours.
- VAR 2344 — HEAT PUMP — Practical work on the makeup of the heat pump, the purpose, theory installation, operation, the performance, controls, reversing valves and schematics, figuring loads, layout of



systems, duct and outlet sizes, disassembly and assembly. One hundred twenty clock hours. Four semester hours.

VAR 2445 — TROUBLESHOOTING & REPAIR OF AIR AND HEAT SYSTEMS & CUSTOMER RELATIONS — Practical work in problem solving in control of air and heat and combination units, controls used on both air and heat systems, mechanical function, replacement of parts and regassing of units. One hundred fifty clock hours. Five semester hours.

### OTHER VOCATIONAL COURSES

VOC 1410 — ACCOUNTING I — A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. 127.5 clock hours. 12.75 CEU'S.

VOC 1420 — ACCOUNTING II — A continuation of Accounting I. Prerequisite: Accounting 1410. 127.5 clock hours. 12.75 CEU'S.

VOC 1210 — BUSINESS MATHEMATICS — Emphasis is placed on the study of the fundamental processes, fractions, decimals, percentage, and problem solving. The application of these fundamental processes is applied toward the problems of business which the student will encounter in the various commercial fields. 85 clock hours. 8.5 CEU'S.

VOC 1110 — TYPEWRITING I — Mechanism and care of the typewriter, its operation, keyboard drills to gain speed and accuracy, and introduction to letter forms. Students with a year of high school typewriting cannot receive credit for this course. 85 clock hours. 8.5 CEU'S.

VOC 1120 — TYPEWRITING II — Advanced drills for speed and accuracy, letter forms, telegrams, and other business forms, and manuscript typewriting. 85 clock hours. 8.5 CEU'S.

VOC 1610 — BUSINESS ENGLISH — A review of correct English usage including parts of speech, word choice, punctuation, and capitalization. It emphasizes those aspects of English that are directly applicable to the writing of effective business letters. 85 clock hours. 8.5 CEU'S.

VOC 1130 — TYPEWRITING III — A continuation of secretarial course 1120. 85 clock hours. 8.5 CEU'S.

VOC 1310 — RECORDS MANAGEMENT — Basic principles and practice that aim toward intelligent and efficient performance in managing and using records in the office. 51 clock hours. 5.1 CEU'S.

VOC 1710 — OFFICE APPLIANCES — Instruction and practice in the operation of office equipment including transcribing machines, electronic typewriters, magnetic core selectric typewriters, duplicators, and copying machine. 85 clock hours. 8.5 CEU'S.

VOC 1510 — OFFICE MACHINES — Instruction and practice in the operation of adding and calculating machines. Problem-solving activities, machine programming, and an extensive review of basic mathematics. 85 clock hours. 8.5 CEU'S.

VOC 1620 — BUSINESS COMMUNICATIONS — Study and practice in writing different types of business letters and reports with emphasis on correct spelling, grammar, punctuation, and clarity of communication. 85 clock hours. 8.5 CEU'S.

### VOCATIONAL EVENING CLASSES

The Evening Division of the Vocational Department is established primarily for the purpose of supplementary training of people already employed. Those who are interested in improving their present skills, learning new skills, or learning a new trade should enter the evening program. A certificate is issued to a person upon successful completion of each of the following courses. Other courses will be established as the need arises, either on campus or in-plant training, both supplementary and preparatory. The courses will vary in length and carry Continuing Education Units. (One CEU per ten clock hours of instruction).

### BUSINESS AND OFFICE

FILING — Three hours per evening, one evening per week for ten weeks. Instruction as well as actual practice in filing is given in the following areas: filing, system, coding, indexing, equipment, and materials. Three CEUs.

TYPING I — Three hours per evening, one evening per week for sixteen weeks. Instruction as well as actual practice in typing is given in the following areas: mechanisms and care of the typewriter, its operation, keyboard drills, and introduction to letter forms. Five CEUs.

TYPING II — Three hours per evening, one evening per week for sixteen weeks. Instruction as well as actual practice in typing is given in the following areas: advanced drills; letter forms, telegrams, and other business forms; and manuscript typewriting. Five CEUs.

SHORTHAND I — Three hours per evening, one evening per week for sixteen weeks. Instruction as well as practice in shorthand is given in the theory and practice of Gregg Shorthand. The principles are applied by reading and writing shorthand with limited amounts of dictation and transcription from shorthand notes. Five CEUs.

SHORTHAND II — Three hours per evening per week. A continuation of Shorthand I. Five CEUs.

OFFICE MACHINES — Three hours per evening, one evening per week for sixteen weeks. Instruction and practice in the operation of the major types of adding and calculating machines; development of a working knowledge of the ten-key and full keyboard adding machines, rotary calculators and other mechanical office devices. Five CEUs.

OFFICE APPLIANCES — Three hours per evening, one evening per week for sixteen weeks. Instruction and practice in the operation of office



appliances, including stencils and spirit duplicators, transcribing machines, electric typewriters, mimeoscopes, and copying machines. Five CEUs.

**BOOKKEEPING I** — Three hours per evening, two evenings per week for sixteen weeks. Instruction and practice in bookkeeping is given in the following areas: the bookkeeping cycle, special journals and subsidiary ledgers, recording special transaction, adapting bookkeeping methods to business. Ten CEUs.

**BOOKKEEPING II** — Three hours per evening, one evening per week for sixteen weeks. A continuation of Bookkeeping I. Five CEUs.

### TRADE AND INDUSTRIAL

**ELECTRICITY I, II, III & IV** — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the electrical trade to include the following areas: use of electrical tools and instruments, basic electricity, residential and commercial wiring, motor testing and overhaul, controls and related science. Six CEUs.

**MACHINE SHOP I, II, III & IV** — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in machine shop to include the following areas: precision measuring instruments, tools, materials, heat treating, bench work, drilling machines, milling machines, lathes and shaper, jig, boring and girding machines, and abrasive and cutting fluids. Six CEUs when offered on campus. If offered in industry, length of course is determined by the industry.

**REFRIGERATION, AIR-CONDITIONING & HEATING I, II, III & IV** — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the A-C and refrigeration trade to include the following areas: basic electricity, motors and controls, service tools, fundamentals of refrigeration, compression systems and construction, refrigerants and controls, cabinets, materials, absorption, systems, hermetic units, and commercial refrigeration and heating application. Six CEUs.

**WELDING I, II, III & IV** — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in welding including arc and oxyacetylene welding and cutting in the following areas: welding beads, rods, machine setting, stick welding, wire welding, gases, weld positions, and related information. Six CEUs when offered on campus. If offered in industry, length of course is determined by industry.

### OTHER

**CAKE DECORATING** — Two hours per night, one night a week for 10 weeks. 2 CEUs. Instruction in making icing, frosting, and making decorating cones, and equipment, and making the following designs: sweet pea, clown, basket, heart, wedding, bathing suit, doll, etc.

**COSTING IN FOOD SERVICE** — Three hours per evening, one evening per week for 8 weeks. 2.4 CEUs. Instruction in management, development of skills, controls in budget, factors affecting the budget, labor cost, food cost, menus, recipes, ordering and purchasing, receiving, storing, portion control.

**AUTO MECHANICS (carburetor and electrical)** — Three hours per day for two days per week. 9.6 CEUs. Instructions in fuel system, fuels, types of carburetors, types of fuel pumps, air cleaners and manifolds. Electrical system-magnetism and electricity, generators, ignitions, lighting, schematics and diagram reading and symbols.

**BLUEPRINT READING** — Three hours per night, one night a week for 16 weeks. 4.8 CEUs. Instructions in fundamentals, lines, views, notes and specifications, dimensions, shapes, abbreviations and symbols, sections, details and assembly, precision instruments.

**EMERGENCY MEDICAL TECHNICIAN (EMT)** — Four hours per day for two days per week for 15 weeks. 120 CEUs. Instructions in the role and responsibilities of the technician, use of equipment, airway obstruction and pulmonary arrest, resuscitation, cardiac arrest, bleeding, shock, wounds, upper fracture, lower fracture, injuries, childbirth and problems related, moving patients, environmental emergencies, auto accidents, operation of emergency vehicles, maintenance, records and reports, hospital procedures, responding to ambulance calls, testing at various intervals, comprehensive practice. Students must spend 10 hours in hospital emergency room and participate in a minimum of five separate ambulance runs.

**MECHANICAL MAINTENANCE** — Instructions in elements of mechanics, lubrication of drive components, bearings, pumps, piping systems, basic hydraulics, hydraulic trouble-shooting, tools, measurements, trouble-shooting skills, pneumatics, blueprints and schematics. Length of course to be determined by industry.

**PERSONNEL MANAGEMENT** — Instructions in the management system, personnel program, staffing the organization, employee potential, behavior management, labor relations, remuneration, security, and management of the future. Length of course to be determined by the industry.

**SEWING MACHINE MECHANICS** — Instructions in machine makeup, technology, stitches, threads, machine parts, tension, needle bar, pressure bar, disassembling, timing, needle guard, feeder adjustment and motor maintenance. Three hours per day, two days per week for 16 weeks. 9.6 CEUs.

**SUPERVISORY TRAINING** — Instructions in history of company, the art of supervision, planning, organizing, directing and leadership, controlling, decision making, motivation, communication, team work, performance and role playing. Length of course determined by needs of industry.



- TAILORING** — Three hours per day for 1 day per week for 10 weeks. 3 CEUs. Instructions in pattern and fabric selection; preparation in cutting, alterations, markings and stitching; construction and pressing methods for interfacings and underlining; instructions in tailoring the jacket, coat, and skirt, and lining the garments.
- VOLUNTEER FIREMANSHIP** — Two and one-half hours per day for 4 days. 1 CEU. Instructions in fire triangle, travel, transfer of heat, exposure, chemistry of petroleum, fire, use of equipment, operation of truck, breathing equipment, fire stream, forcible entry and coordination of attack.
- CROCHET** — Two hours per evening, one evening a week for 8 weeks. 1.5 CEU. Instructions are given in the basic stitches of crochet. Further instructions are given on how to select the design of item to be made and the correct color and size of thread to use.
- BEGINNING PAINTING** — A studio course designed for the beginner pertaining to the use and knowledge of various painting media as well as decorative crafts. 3 CEU's credit.
- BEGINNING CERAMICS** — A studio course designed for the beginner pertaining to the use and knowledge of various clays in hand building three dimensional art objects. An application of ceramic glaze and firing procedures will also be included. 3 CEU's credit.
- BEGINNING PHOTOGRAPHY** — Two hours per night, one night a week for ten weeks. 2 CEU's. Instruction in examining camera functions and core, types of films and accessories, operation of camera, introduction to various types of photography, developing film, printmaking and mounting for display.

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## 1992 Calendar

## January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## February

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16	17	18	19	20	21	22
23	24	25	26	27	28	29

## March

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22	23	24	25	26	27	28
29	30	31				

## April

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## May

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## June

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## July

S	M	T	W	T	F	S
				1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

## August

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

## September

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## October

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## November

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



## 1993 Calendar

## January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

## March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## November

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

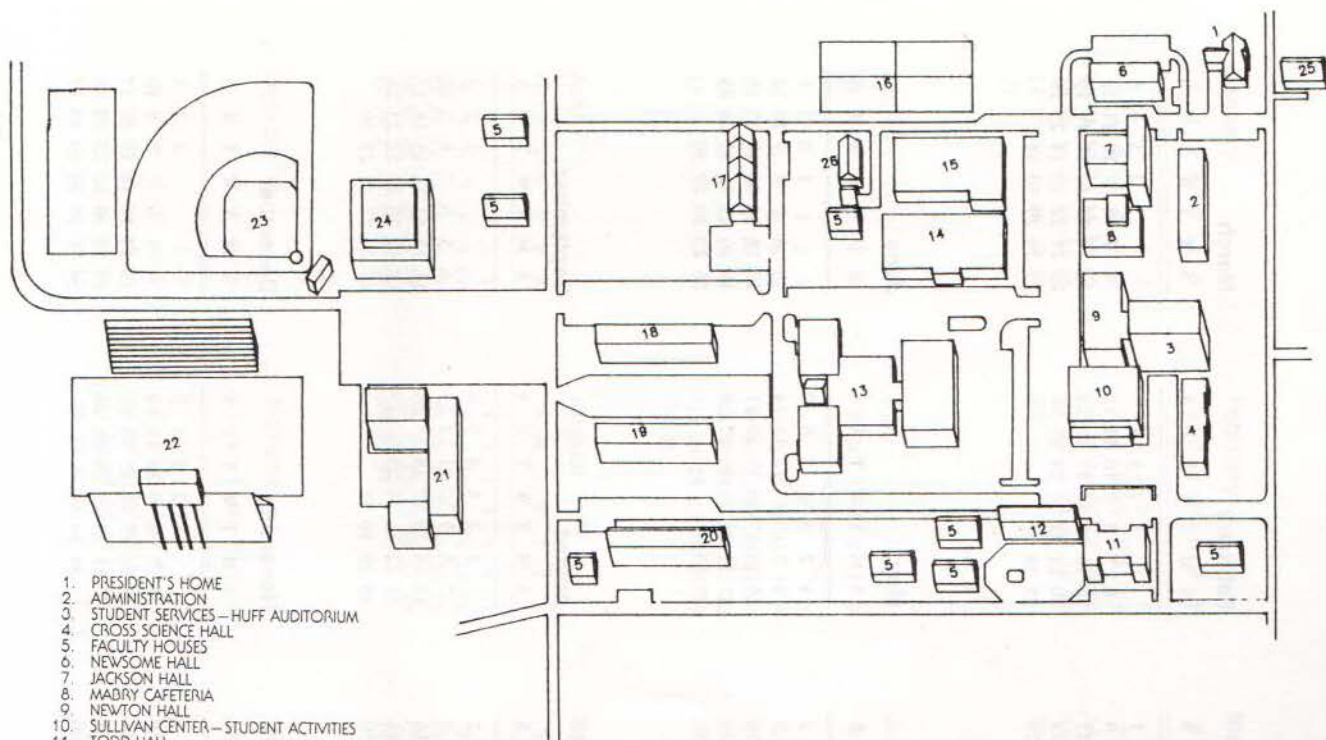
## December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## 1994 Calendar



# Campus Map



1. PRESIDENT'S HOME
2. ADMINISTRATION
3. STUDENT SERVICES—HUFF AUDITORIUM
4. CROSS SCIENCE HALL
5. FACULTY HOUSES
6. NEWSOME HALL
7. JACKSON HALL
8. MADRY CAFETERIA
9. NEWTON HALL
10. SULLIVAN CENTER—STUDENT ACTIVITIES
11. TODD HALL
12. WINSTON HALL
13. DRADFORD J. TUCKER APPLIED TECHNOLOGY CENTER
14. DURTON LIBRARY
15. FINE ARTS CENTER
16. TENNIS COURTS
17. MAINTENANCE
18. SCOTT HALL
19. NESHODA HALL
20. LEAKE HALL
21. VOCATIONAL—HALL
22. WARRIOR REL FOOTBALL
23. LONG DAY VOKATIONAL REL
24. VOKATIONAL REL
25. VOKATIONAL REL



EAST CENTRAL COMMUNITY COLLEGE





# EAST CENTRAL COMMUNITY COLLEGE Decatur, Mississippi 39327



Social Security: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle (Maiden)

Legal Home Address: \_\_\_\_\_

City State Zip Code

Home Phone: \_\_\_\_\_ County: \_\_\_\_\_ Sex: M F (Circle)

Religion: \_\_\_\_\_ Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

High School: \_\_\_\_\_ Graduation Date: \_\_\_\_\_  
Month/YearIf not high school graduate, have you completed GED? \_\_\_\_\_  
(Send copy of scores)Have you taken the ACT? Yes \_\_\_\_\_ No \_\_\_\_\_  
Did you send a copy to ECCC? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please send one.

Have you ever attended ECCC? \_\_\_\_\_ If so, when? \_\_\_\_\_

Name on your record when you attended ECCC: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Have you ever attended another college? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what college? \_\_\_\_\_

Send transcript from each college. \_\_\_\_\_

What semester do you plan to enroll? Summer \_\_\_\_\_ 19 \_\_\_\_\_ Fall \_\_\_\_\_ 19 \_\_\_\_\_  
Spring \_\_\_\_\_ 19 \_\_\_\_\_

Do you expect to enroll as a Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_

Do you plan to live in the dormitory? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, a \$50 deposit is required. Are you enclosing the deposit? Yes \_\_\_\_\_ No \_\_\_\_\_

Roommate preference: \_\_\_\_\_

Program of study desired: \_\_\_\_\_

If Cosmetology is the program of study desired, a \$50 fee must be included for application to be complete.

Signature \_\_\_\_\_

All transcripts and health record forms must be filed with the Director of Admissions before the process is complete.

Mail to: Director of Admissions  
East Central Community College  
Decatur, Mississippi 39327

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The college is in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and section 504 of the Rehabilitation Act of 1972.

Revised: March 1991



EAST CENTRAL COMMUNITY COLLEGE  
Decatur, Mississippi 39327

STUDENT HEALTH INFORMATION RECORD - TO BE COMPLETED BY STUDENT

Please send this record to: Director of Admissions, East Central Community College, Decatur, Mississippi before the beginning of the semester or summer term when you plan to enroll. You cannot register until this report is received.

Name: \_\_\_\_\_  
Last First Middle  
Home Address: \_\_\_\_\_  
Street & No. City State Zip code  
Sex Age ☐ Freshman ☐ Sophomore  
When do you plan to register at E.C.C.C.? (check one)  
☐ Jan. 19 \_\_\_\_\_ ☐ June 19 \_\_\_\_\_ ☐ Aug. 19 \_\_\_\_\_

Check below if you have had or now have any of the following ailments:

- ☐ Sore Throat
- ☐ Diabetes
- ☐ Epilepsy
- ☐ Asthma
- ☐ Tuberculosis
- ☐ Frequent Colds
- ☐ Bronchitis
- ☐ Chest Pains
- ☐ Kidney Infection
- ☐ Nervous Trouble

Do you bleed excessively after injury?  
☐ Yes ☐ No

List medications to which you are allergic:

List any medications you are now taking, and why?

1. \_\_\_\_\_

2. \_\_\_\_\_

List operations:

1. \_\_\_\_\_

2. \_\_\_\_\_

FAMILY PHYSICIAN:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

HEALTH: In general, what is the condition of your health?

I hereby authorize the campus nurse of East Central Community College to administer routine medications and treatments or to refer this student to physician at her discretion

DATE: \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE OF PARENT OR GUARDIAN: \_\_\_\_\_

NOTE: This completed form will be kept in the College Clinic. It is necessary that the information given on this form be correct so that the College Nurse can consider it valid.



WITH YOU IN MIND

